

## Report Only

An employee needs to document an event which may be relevant in the future (reporting symptoms, witnessing an incident, or a non work-related injury, or incident on a worksite not involving Stantec personnel).

## Hazard ID

The identification of a condition that has the potential for an incident or loss.

## Near Miss

Any event that, under slightly different circumstances, COULD adversely affect employees, the business, physical assets, clients, or the environment.

## First Aid

An injury or illness requiring first-aid treatment only. Examples include: using bandages, cleaning wounds, removing splinters, etc.

## Medical Aid

An injury or illness requiring treatment beyond first aid without loss of work time beyond the day of injury or illness.

## Restricted Work

Change in job duties and/or shortened work day resulting from a work-related injury or illness.

## Lost Time

Health care professional recommends days away from work due to a work-related injury or illness; count begins with next shift.

**More incident types can be found on the HSSE tab of StanNet.**

### Contacts

**Stantec Health, Safety, Security, and Environment:**  
hsse@stantec.com

**Regional HSSE Manager:** \_\_\_\_\_

**HSSE Advisor:** \_\_\_\_\_

**OSEC:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**PM:** \_\_\_\_\_

**Police/Fire/Ambulance:** 911 (or other)

#### Personal Contacts (in case of emergency):

**Name:** \_\_\_\_\_

**Home #:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Home #:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_

**Allergies:** \_\_\_\_\_

# Health, Safety, Security, and Environment Handbook



The objective of this Health, Safety, Security, and Environment (HSSE) Handbook is to provide HSSE information that helps Stantec employees and contractors protect themselves from injury, prevent property loss, and avoid environmental damage.

This HSSE Handbook belongs to (print name):

BC: \_\_\_\_\_

# WORKCARE

Employees can suffer minor sprains/strains, or experience stiffness and soreness in their muscles and joints (often in the shoulders, back, or arms) as a result of slips and trips or physical exertion. Report these symptoms to a supervisor, and to a Regional HSSE Manager or Regional HSSE Advisor as soon as possible so treatment can begin.

Calling WorkCare allows employees to speak directly with medical professionals who can provide advice on treatment, ranging from ice and stretching, to discussions with a pharmacist, to recommendations for medical attention. Situations have occurred where employees feel they can “walk it off” or “sleep it off” or “see how it is in the morning” and their symptoms get worse instead of better.

A call to the medical professionals at WorkCare can help determine treatment options immediately. The sooner appropriate care can be obtained, the sooner healing can begin.

**WorkCare: 1-888-449-7787**  
Outside North America:  
001-714-456-2104 (tolls apply)

# LAST-MINUTE RISK ASSESSMENT

## 1. STOP and Think

### 2. Look around

- Is the work area safe?
- Will my work endanger others?
- Will other people/tasks create hazards?

### 3. Assess risk

- Do I clearly understand the task?
- Will lifting or manual handling be required? Potential for slips, trips, or falls?
- Are there driving or vehicle concerns? Have I considered all underground services? Moving or pressurized equipment? What could go wrong?



Are you ready to work safely?

### 4. Control risk

- What can I do to control hazards?
- Do I have the right tools?
- Is the SWP (Safe Work Practice) appropriate?
- Do I have the appropriate PPE?
- Are emergency plans in place?

### 5. Begin/Resume work

- If you're unsure, talk to your supervisor.

The information contained in this handbook will not contravene local legislation or take precedence over Stantec policy, the HSSE Program Manual, any SWPs, Stantec/Project Health and Safety Plans, or client-specific Health and Safety Plans.

**Note:** Printed copy uncontrolled. Please refer to StanNet for the most current version of all source documentation.

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# 1 Health, Safety, Security, and Environment Policy

## Policy

Stantec is committed to providing and maintaining a healthy, safe, and secure workplace and to responsibly managing all of the environmental aspects of its business.

## Practice

Our core company values guide us in all that we

do. The way we treat our people, our clients, and our neighbors reflects who we are, what we believe in, and how we do our work. At Stantec, we believe in doing what is right and being Safer Together, which includes zero harm to the environment and sending our people home injury-free, every day.

Stantec's Health, Safety, Security, and Environment (HSSE) Program is a cornerstone of the Occupational Health and Safety Management System and the Environmental Management System. In turn, those Management Systems are part of Stantec's overall Integrated Management System.

Stantec strives to:

- Visibly demonstrate a commitment to HSSE by providing responsible leadership, and clearly communicating expectations.
- Assist and support employees in developing an awareness and understanding of the health, safety, security, and environmental issues related to their work.
- Identify, assess, and manage the health, safety, security, and environmental hazards and risks to which its employees are exposed.
- Minimize the environmental aspects and impacts associated with the services and products it provides.
- Comply with legislation, regulations, and appropriate industry standards.
- Monitor and enhance the health, safety, security, and environmental practices through inspections, audits, reviews, investigations, corrective actions, shared learnings, review of best practices, and behavior-based processes.
- Share lessons learned and integrate best HSSE practices into our businesses.
- Provide a framework which supports the continual improvement of the system.
- Work collaboratively with employees to achieve health, safety, security, and environmental objectives, at work and at home.
- Encourage healthy lifestyles and habits both at work and home.
- Foster a culture of being Safer Together, in which all employees, partners, and subcontractors, share a commitment to health, safety, security, and the environment.

Everyone working for Stantec is responsible and accountable for Stantec's health, safety, security, and environmental performance. Management, supervisors, employees, and subcontractors are expected to understand their roles and responsibilities as outlined by the HSSE Program and to comply with the practices of the Occupational Health and Safety Management System, and the Environmental Management System.



If an HSSE concern is not addressed, contact your OSEC, Regional HSSE Advisor, Regional HSSE Manager, or email the HSSE team at [hsse@stantec.com](mailto:hsse@stantec.com).

## 2 Rights and Responsibilities

### Supervisors will:

- Take every reasonable precaution to provide a safe work environment.
- Know the occupational health and safety requirements (standards and legislation) that apply to the work being supervised and require they be followed.
- Be familiar with Stantec's HSSE Program and their role in its operation.
- Utilize the principles of hazard recognition, assessment and control when evaluating processes, projects, worksites, etc.
- Communicate foreseeable hazards to employees, along with information and training on appropriate control measures.
- Consult and cooperate with individuals carrying out occupational health and safety duties.
- Support opportunities for employees to participate in the ongoing evaluation and operation of Stantec's HSSE Program.
- Monitor and reinforce that the appropriate personal protective equipment (PPE) and clothing are available, are to be used and properly worn when required, and properly inspected and maintained.
- Participate in investigations of unsafe acts and conditions, incidents, and near misses, and facilitate prompt corrective action.
- Support efforts to lower Stantec's eco-footprint.

### Employees will:

- Take every reasonable precaution to protect themselves and to provide a safe work environment for all employees.
- Perform work in a safe manner; not engaging in horseplay or working while impaired by alcohol, illicit drugs, or other substances.
- Cooperate with individuals carrying out occupational health and safety duties.
- Learn and follow the practices and procedures outlined by Stantec's HSSE Program and by local legislation.
- Report all unsafe acts and conditions, hazards, near misses, and incidents to their supervisor as required by Stantec's HSSE Program.
- Ask questions to resolve any uncertainties about the work, training requirements, risks or potential hazards, which may be encountered.
- Wear and maintain PPE as required.
- Actively participate in the ongoing evaluation and operation of the Stantec HSSE Program.
- Support efforts to lower Stantec's eco-footprint

## Employee Rights

### Right to Know

- What hazards are present on the job.
- How these hazards can affect them.
- Appropriate actions to control or reduce those hazards.

### Right to Refuse

- Work that presents immediate danger to an employee's personal health and/or safety.
- Work that is dangerous to the health or safety of others on the worksite.
- Remember Stantec's Stop Work Authority.

### Right to Report

- All employees will immediately report incidents, near misses, and unsafe practices and conditions without fear of punishment.
- An employee's primary resource should always be their supervisor.

### Right to Participate

- Assist with inspections.
- Join a Health and Safety Committee.
- Provide feedback and input on HSSE issues and practices.

## 2 Rights and Responsibilities

## 3 Hazard Recognition, Assessment, and Control

The hazard recognition, assessment, and control (HRAC) process is designed to help employees identify hazards and then take the appropriate action by implementing controls aimed at preventing incidents from occurring.

HRAC must be conducted and/or repeated:

- When a new work process is introduced;
- When a work process or operation changes;
- At reasonable intervals to reduce the possibility of substandard acts or conditions being developed;
- Before the initiation of a new worksite; and
- When employees will be working alone or are the sole Stantec representative at a project site.

### HRAC

#### Step 1: Hazard Recognition

Define the overall scope of work for the project and begin to identify potential hazards anticipated at the project worksite. As part of the planning process, the project manager will complete the Risk Management Strategy (RMS1)/Health and Safety Plan (HASP) to document this step.

#### Step 2: Hazard Assessment

Hazard assessment will help project personnel identify the hazards and risks involved in the work, and thereby designate appropriate controls to mitigate risk. See Quantified Hazard Assessment in the HSSE Program Manual.

#### Step 3: Selection of Controls

When selecting controls to address identified hazards, consider that some types of controls are more effective than others. Corrective actions and controls can have unintended results outside of the incident or hazard they were created to address.

#### Step 4: On-site HRAC Monitoring

Since the RMS1/HASP is typically a desktop exercise, when crews report to the field, they must verify that all hazards have been recognized. Where no overriding client safety program exists, the Field Level Risk Assessment (RMS2) will be used to identify and document any new or previously unidentified conditions, as well as to review hazards and controls outlined in the RMS1/HASP.

### Hierarchy of Safety Controls



## 3 Hazard Recognition, Assessment, and Control

## 4 Harassment/Workplace Violence

### Harassment and Discrimination Policy

Stantec prohibits harassment or discrimination of an employee on the basis of characteristics such as race, sex, gender, color, creed, religious beliefs, citizenship status, national origin, place of origin, age, marital status, sexual orientation, gender identity, or disability.

The Company is committed to creating and maintaining a working environment that is free of such objectionable and disrespectful conduct. Harassment or discrimination of or by employees, clients, or visitors of Stantec shall not be tolerated.

Any person who engages in harassment while acting as an employee of Stantec, or while at a Stantec workplace, is in violation of this policy. The term "workplace" includes both Stantec premises and off-site locations.

Any employee who believes that they are being harassed by a supervisor, colleague, or other individual with whom they come in contact as a result of their employment with Stantec should immediately inform their direct supervisor or their regional human resources (HR) representative.

### Workplace Violence Policy (see also, SWP-102)

Stantec provides a safe work environment for our employees, clients, and visitors. To ensure a safe workplace and to reduce the risk and/or threats of violence, harassment, intimidation, and other disruptive behavior, all employees must review and understand all provisions of Stantec's Workplace Violence policy.

Where possible and when safe to do so, any employee who believes they have been subjected to an act of violence is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop. If the employee does not feel that it is safe to interact directly with the alleged harasser, they can go directly to their supervisor and/or HR representative.

For complete versions of these policies, please refer to StanNet.

## 4 Harassment/Workplace Violence

## 5 Alcohol and Drugs in the Workplace

Stantec is committed to health, safety, and preservation of the environment throughout its operations. The Alcohol and Drug practice has been developed to support Stantec's HSSE Policy, which is reviewed and endorsed yearly by the president and chief executive officer. The use of illegal drugs and the inappropriate use of alcohol, drugs, or medications can have serious adverse effects on the safety and well-being of employees, contractors, clients, and the public.

The Alcohol and Drug practice outlines alcohol and drug testing procedures, as well as the availability of awareness, education, training, and access to assistance, support, and treatment. All employees will be treated fairly and with respect.

To minimize the potential for unsafe or unsatisfactory performance due to the inappropriate use of alcohol or drugs, the following standards have been set out for all employees and contract workers covered by this practice.

Employees are expected to report fit for work, and remain fit for work throughout their work day or shift.

An employee will not, during their work day or shift:

- Sell, distribute, possess, consume, or use alcohol, illegal drugs, drug paraphernalia, or any device or product that could tamper with any sample for an alcohol or drug test.
- Possess prescribed medications without a legally obtained prescription or distribute or offer prescription medications for sale.
- Report to work or be at work under the influence of alcohol or drugs that may or will affect their ability to work safely and competently.
- Test positive for an alcohol or drug level equal to or in excess of concentrations as specified in the Alcohol and Drug practice.
- Misuse prescription or non-prescription drugs. If an employee is taking a prescription or non-prescription drug for which there is a potential unsafe or detrimental side effect, he or she has an obligation to report it to their supervisor.
- Refuse to comply with a request from a Company representative for alcohol or drug testing identified under the standards and procedures of the Alcohol and Drug practice.
- Tamper with a sample for an alcohol or drug test. This includes taking an alcohol or drug test on behalf of another employee.

Limited exceptions may be made for alcohol use in social situations or when hosting others, provided responsible hosting practices are followed, the individuals involved drink responsibly and act in compliance with local statutes and within the standards identified in this practice. Express authorization by the direct supervisor of the area and the appropriate vice president is required for this exception. Employees and guests are expected to use alcohol responsibly and not to engage in unsafe, illegal, unprofessional, or disruptive behavior.

**International law may require significantly different practices.**

For questions or concerns regarding the Alcohol and Drug Practice, please contact your regional HR representative, your Regional HSSE Manager, or your designated company representative (DCR). Find current documentation on StanNet.

## 5 Alcohol and Drugs in the Workplace

## 6 Vehicle Use/Technology

### Vehicle Use

- Properly store, secure, and lock all equipment within the company vehicle. This may include computer, cellular phones, two-way radios, field-servicing or surveying equipment, and/or nuclear densometers. Where space is not available, or if there is a security concern parking the vehicle at the closest Stantec office, employees may be requested to drive Company vehicles home.
- Drivers must possess a valid driver's license.
- Seat belts are mandatory at all times when in position to operate the vehicle, or as a passenger.
- Keep vehicle interiors and exterior clean.
- Observe all traffic laws.
- No smoking in Company-supplied vehicles.

Do not leave computers, phones, survey tools, and other easily movable equipment in vehicles overnight.

Employees who are charged with a serious vehicular traffic violation (e.g. driving under the influence, driving without insurance, or careless driving, etc.) while operating a Company-supplied vehicle will have their vehicle use revoked and will be subject to other disciplinary action.

Employees who receive a traffic citation while operating a Company-supplied vehicle are to report it immediately to their direct supervisor.

All work-related incidents involving vehicles (no matter how minor), including cracked or chipped windshields, must be reported to the driver's supervisor. In addition, an HSSE Event Report (RMS3) form must be submitted to your supervisor, your Office Safety and Environment Coordinator (OSEC), and to [hse@stantec.com](mailto:hse@stantec.com).

### Acceptable Use of Technology Policy

Stantec's technology resources are for the purpose of Company business and must be managed, operated, and used in a safe, productive, and legal manner.

Employees are prohibited from using wireless equipment (smart phone, cell/radio unit, air card, or similar device) while driving. Be aware that driving includes the operation of any motorized vehicle, such as ATVs, forktrucks, boats, etc. Handsfree devices are **not** acceptable.

## 7 Safe Driving

### Driving Hazards

- Drowsiness/fatigue
- Distractions within or around the vehicle
- Environmental conditions (e.g., weather, landscape topography, vegetation, etc.)
- Road (or route) conditions
- Alcohol and/or drug consumption
- Other drivers in the area
- Pedestrians, wildlife
- Vehicle condition
- Lack of driving skill and experience
- Size/type of vehicle

You can find detailed information on vehicle use in the Travel and Expense Policy (StanNet under Policies) and in **SWP-124 – Safe Driving.**

### Control Measures

- The use of cell phones, or any wireless equipment while driving, is prohibited.
- When driving long distances, consider traveling the day before, or stay over an extra day. See **SWP-124b - Journey Management Plan.**
- Confirm the vehicle is in good condition and be aware of weather and road conditions. Refer to **SWP-124a - Vehicle Pre-Use Checklist.**
- Stantec employees are prohibited from operating a motor vehicle while under the influence of alcohol or drugs.
- The defensive driver assumes that pedestrians and other drivers may make mistakes and is on guard in the event an error is made.

All employees who drive Company-supplied vehicles and those who drive personal or rental cars for business more than 80 hours a year will receive Defensive Driver training. Please see your OSEC for details.

### In case of incident involving a vehicle

1. Ensure any injured parties are given immediate first-aid and, if necessary, emergency services are contacted.
2. Contact your supervisor to inform of incident.
3. NEVER ADMIT FAULT OR LIABILITY.
4. Exchange insurance information with all involved parties. Try to obtain witness information as well. If unable to exchange information, record their license plate number, province/state, color, and make and model of the vehicle.
5. Take pictures (use your cell phone if necessary). Record as many details as possible for investigation.
6. Call police services if damage is greater than \$1000 (estimated), if anyone is hurt, or if any vehicles are not in drivable condition. Have vehicle towed to a body shop if not drivable.
7. Check lights, signal lights, and for leaking fluids before driving after any incident.
8. Contact the vehicle rental company to complete any incident forms required.
9. Complete an HSSE Event Report form (RMS3) and submit to [hse@stantec.com](mailto:hse@stantec.com) with a copy to your OSEC/Regional HSSE Manager and your supervisor.

## 7 Safe Driving

## 8 Management of Change/Definitions

### Management of Change (MOC)

The purpose of an MOC procedure is to identify risks, both real and potential, associated with change, and reduces them to acceptable levels.

An MOC procedure provides a process by which the impact of changes to HSSE practices are recognized, reviewed, approved, communicated and documented. For further information, refer to the HSSE Program Manual and the Management of Change form (RMS11) on StanNet.



### Definitions

**Hazards** are any condition, device, substance, or practice that has the potential to cause loss, such as injury to people, or damage to equipment, materials, environment, property, or reputation.

**Risk** is the likelihood of that potential loss actually occurring, and the severity of the loss if it does occur. When determining likelihood, consideration needs to be given to the frequency of exposure and the probability of loss occurring.

**Mitigation** consists of the actions, processes, or controls provided to reduce or eliminate the probability of the incident occurring from an identified hazard.

**Health Hazards** pose a risk to physical well-being, presenting short-term and/or long-term effects.

**Safety Hazards** tend to affect our well-being through instantaneous impacts.

### Global Security

Stantec is committed to providing a safe and secure environment for all employees, contractors, and guests. To achieve and maintain such an environment, security processes, tools, and procedures are established and communicated under the guidance of the Senior Vice President, Health, Safety, Security and Environment (HSSE). Aspects of the security program can be found on the Workplace Security, Travel Risk & Security, and Security Metrics pages, located on the HSSE tab on StanNet.

### Workplace Security

Workplace Security includes a range of topics, from physical security to workplace violence. Stantec strives to do the following:

- Locate offices in safe areas
- Provide an appropriate level office security
- Design and establish protocols that promote safety and security on site
- Respond to employee security concerns

Working with geographic and business line leadership, HSSE oversees the Workplace Security Program and provides knowledge and resources to help prevent, mitigate, and resolve security issues.

### Travel Risk & Security

Given Stantec's global reach, reducing risk for employees who travel and those on expatriate assignment (living away from a person's home country) is paramount. HSSE provides the following resources:

- Country-specific information and travel advice
- Emergency security and medical contact information
- Security and health websites
- Mitigation plan templates and standards
- Travel Safety Briefings

HSSE also provides security assessments and advice to Stantec business operations seeking to operate overseas, conducts risk mitigation planning, and is capable of arranging a full range of security services necessary to support Stantec's global mission.

# 10 Critical Risks/HSSE Checkpoints

## Twelve Critical Risks



Driving



Working at Heights



Traffic Control



Wildlife, Insects,  
and Vegetation



Mobile and  
Heavy Equipment



Environments with  
Water or Ice



Ground Disturbance



Ergonomic Hazards  
and Manual Handling



Hazardous Materials  
and Environments



Control of  
Hazardous Energy



Hot Work



Confined Spaces

## HSSE Checkpoints

Be committed to your safety and the safety of those around you. Before starting any work activity, take note of and implement the following:

### **Hazard Recognition, Assessment, and Control (HRAC)**

– Plan the work, confirm and discuss the work at the worksite, and do a last-minute risk assessment.

**Training and Competence** – Verify all personnel are appropriately trained for their tasks so they can apply their knowledge and skills at the worksite.

**Personal Protective Equipment (PPE)** – Select the right PPE for the task, wear it correctly, and care for it appropriately.

**Stop Work Authority** – Stop work immediately when you become aware of an unsafe act or condition that could place anyone in danger, or when you are not confident in the work plan.

**Change Management** – If the planned activity or working conditions change, stop the job, reevaluate the risk and controls, and document the change.

**Situational Awareness** – Be aware of your surroundings at all times and remember that working conditions can change at any time. Always take the time to work safely.

# 10 Critical Risks/HSSE Checkpoints

## 11 Safer Together/Safety Pledges



# Safer Together

The Safer Together internal training initiative began in 2016. Employees attended sessions facilitated by their regional and operational leaders, exchanging experiences and perspective on HSSE, and the continual progression of Stantec's safety culture.

The overall goal of Safer Together is to shift our safety culture to one where we work together to be safe — at work, at home, and in our communities.

We do this by:

- Connecting to and reinforcing our company values.
- Increasing employee trust, confidence, and morale around safety engagement and support (peers and leadership).
- Providing a common HSSE language and platform to increase consistency in all areas of our business.
- Reviewing and discussing our prevention and post-incident safety performance.
- Promoting a 24/7 safety mindset so we take care of ourselves and others at all times.

By strengthening our safety culture, we can reduce workplace injuries, provide our employees with the tools to get home safely each day, and improve our overall safety performance.

## Safety Pledges

1. I will make sure hazards are recognized, assessed, and controlled before starting any task.
2. I will ask for help when I need it.
3. I will take all necessary precautions when operating vehicles and working around mobile equipment.
4. I will report all incidents regardless of severity.
5. I will keep my work area tidy and free of hazards.
6. I will recognize and respect my limitations and only perform work I know I can do safely.
7. I will be mentally and physically fit for duty.
8. I will exercise my stop work authority immediately if I see an unsafe act or condition that could endanger me or others, or if I am not confident in the work plan.
9. I will protect company equipment, materials, and property in my care and take steps to prevent theft, vandalism, and damage.
10. I will always use the personal protective equipment (PPE) identified in my work plan and make sure I'm properly trained to select, use, and care for it.
11. I will only use tools, vehicles, and equipment that are in working order and have all guards and safety devices in place.
12. I will set a positive example for others and encourage safe behavior.



# 13 Safe Work Practices/Marking Buried Facilities

## Safe Work Practices

Safe work practices (SWPs) are documents designed around specific tasks and are intended to help identify hazards and applicable controls necessary to reduce our employees' exposure to health and safety risks.

Stantec has developed a collection of SWPs for tasks and operations with inherent hazards. Supervisors are responsible to see that all employees read, understand, and comply with SWPs relevant to their specific discipline.

If there is not an applicable Stantec SWP for a component of the proposed job or task, a quantified hazards assessment must be performed using **RMS7 - Quantified Hazard Assessment**.

Please contact your Regional HSSE Manager for assistance.

**100 Series – General HSSE**

**200 Series – Construction HSSE**

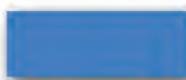
**300 Series – Hazardous Materials**

**400 Series – Program Specific**

**500 Series – BC/Region-Specific Programs**

Please refer to StanNet for a complete listing of SWPs.

## Marking Buried Facilities

	Red	Electric Power Lines, Cable Conduit & Lighting Cables
	Yellow	Gas, Oil, Petroleum & Gaseous Materials
	Orange	Telephone, Cable TV, Communication, Alarm & Signal Lines
	Blue	Potable Water
	Green	Sanitary Sewers, Storm Sewers & Drain Lines
	White	Proposed Excavation
	Pink	Temporary Survey Markings
	Purple	Reclaimed Water, Irrigation & Slurry Lines

Facilities must be hand exposed and visible before mechanical equipment is used within the hand expose zone.



Refer to **SWP-213 - Utility Clearance** on StanNet for procedures and forms.

### Communication

Communication and training are key components of Stantec's HSSE Program. Through effective communication and training, Stantec will provide all employees with the knowledge necessary to work safely.

Employees will receive training specific to their job tasks and business centre (BC). All employees are prohibited from doing work for which they have not been adequately instructed or trained.

The discussion of safety in meetings helps to increase awareness of general safety issues, as well as government, client and Stantec safety requirements. Topics for discussion, as provided by the corporate HSSE team, can be found on the HSSE Program page on StanNet.

### Training and Competence

You will be trained to perform the tasks that you are expected to conduct for Stantec. This is part of the process to ensure all employees at Stantec are competent. If you have any questions about your training or learning opportunities, contact your supervisor to develop a plan.

Competency is a multi-step approach. For a person to be deemed competent they must:

- Be adequately trained;
- Have the ability to identify hazards;
- Know and understand the applicable standards and regulations surrounding the work they do, including OH&S regulations; and
- Safely perform their work with minimal or no supervision.



## 15 PPE/Confined Space Entry

### Personal Protective Equipment (PPE)

The Stantec project manager (PM) or a designate, performs the hazard assessment to determine potential hazards, and to identify the required PPE for employees assigned to perform operations in the identified location. Where applicable, the PM will consult the site owner/operator to obtain information on the PPE Stantec employees are required to wear.

PPE will:

- Be selected and used in accordance with recognized standards (jurisdictionally approved) and provide effective protection;
- Not in itself create a hazard to the wearer;
- Be compatible, so that one item of personal protective equipment does not make another item ineffective; and
- Be maintained, inspected, and kept in good working order and in a sanitary condition.

The PPE standard must also meet the local regulatory or client requirements, whichever is most stringent. Employees have the option of exceeding minimum PPE requirements. For additional information, please refer to **SWP-105 - Personal Protective Equipment** on StanNet.

### Confined Space Entry (SWP-411)

A confined space is a space that, due to its design, construction, or atmosphere may become hazardous. It has the following characteristics:

- Is large enough and so configured that an employee can bodily enter and perform assigned work;
- Has limited or restricted means of entry or exit (e.g., tanks, vessels, boilers, ducts, pipelines, vaults, manholes, furnaces, degreasers, pits and trenches); and
- Is not designed for continuous employee occupancy.

**Entry is forbidden without appropriate training.**

A permit-required confined space has one or more of the following:

- Present or potential hazardous atmosphere;
- Contains material that has potential for engulfing an entrant;
- Is configured such that an entrant could be trapped or asphyxiated;
- Contains other recognized serious safety or health hazard.

### Sustainability Program and Reporting

Sustainability in the context of a corporation means finding long-term business value through the balance of financial, social, and environmental performance. For more than a decade, Stantec has maintained an internal sustainability program and publicly reported on our sustainability progress. Our program follows international standards and meets the needs of our primary company stakeholders (employees, clients, investors, and communities). Our sustainability efforts help Stantec act responsibly as a company, provides us positive branding, and reflects stakeholder expectations.

HSSE is responsible for Stantec's sustainability program and reporting. HSSE is directly responsible to leadership regarding Company environmental stewardship commitments. The reporting process requires close coordination with other functional service groups to reflect Stantec's social and governance performance. Stantec annually produces a Sustainability Report that is compliant with the Global Reporting Initiative (GRI), report our carbon footprint to CDP (formerly known as the Carbon Disclosure Project), and are signatories to the United Nations Global Compact.

### Manual Lifting & Handling (SWP-115)

If you have been sitting or driving for a prolonged period, remember to take a two-minute break and do some light stretching before you lift or carry materials or equipment. It can save your back.

- Get help if the load is too heavy (over 50 lbs/23 kg) or too awkward.
- Keep a wide, stable base of support.
- Face the object with your feet shoulder-width apart.
- Keep the load close to your body.
- Bend your knees and flex at the hip to lower yourself to the load; keep your eyes up.
- Maintain the curve in your lower back (lumbar curve).

#### Avoid twisting

- Use your feet to reposition your body; don't twist at the waist or shoulder.
- Use the same principles when lowering a load.
- Avoid carrying a load more than 3.0 m (10 ft) without getting assistance or using a cart, dolly or wheelbarrow.



## 17 HSSE Process for Projects

Form/Report	Responsible Person	To Be Completed	To Be Submitted	Submitted To
Risk Management Strategy (RMS1)	PM	At the beginning of the project, or when conditions change.	Pre-mobilization	PM (Filed in Project)
Field Level Risk Assessment (RMS2)	Crew Lead Crew Member Subcontractor	Daily, during toolbox meeting before starting activities	Weekly	APM PM (project file)
HSSE Event Report (RMS3)	Crew Lead and Crew	When an incident occurs	Verbal to PM, written within 24 hrs	PM hsse@stantec.com HSSE Resource Regional HSSE Manager/ OSEC
Office Inspection (RMS4)	Safety committee members HSSE Resource	Once per calendar month	At the end of the calendar month OR Project completion, whichever is first	hsse@stantec.com
Site Inspection (RMS5)	Crew Lead PM HSSE Resource	During the project if required by the client	72 hrs after completion of the inspection	hsse@stantec.com
Safety reviews of project files (RMS6)	PM HSSE Resource	Project completion	1 week after completion of project	BCSL BCML PM
Quantified Hazard Assessment (RMS7)	BCSL PM HSSE Resource	Review and refer to before RMS1 is complete	Amend or insert any additions before project begins	Regional HSSE Manager
Medical Surveillance Assessment (RMS9)	PM Employee	Before employee begins project	Before mobilization	PM Supervisor
Planned Job Observation (RMS10)	All	Throughout project schedule	As completed	Supervisor hsse@stantec.com
Management of Change Form (RMS 11)	PM	Project requirement Change to Scope of Work that affects project safety level	Before change to scope of work is implemented	Client

For more information on HSSE Process for Projects, please refer to the HSSE Program Manual and StanNet under the Occupational Health and Safety Management System (OHSMS) section.

## 17 HSSE Process for Projects

## Emergency Response

An Emergency Response Plan (ERP) is needed for all Stantec locations. This applies to all Stantec locations and activities, except in cases where a project-specific Health and Safety Plan, Risk Management Strategy (RMS1), and/or ERP has been developed for a site, or where employees are required to use a client's ERP. The specific content of an ERP will depend on the location where an activity is being carried out, the nature of the activities, the hazards present, and the local legislative requirements.

In any case, the roles and responsibilities for emergency response must be discussed with and communicated to any field crews or any subcontractors involved in the project before the job commences or when conditions change and warrant a review.

## In Case of Crisis (mobile application)

The In Case of Crisis application (app) provides Stantec-specific Health, Safety, Security, and Environment (HSSE) and emergency response information to employees and contractors on their smartphones.

The app is free and can be downloaded from Apple App Store and Android App on Google Play. Instructions for downloading the app can be found on StanNet on the HSSE tab. Contact your local HSSE representative for more information.

The In Case of Crisis app provides a number of Stantec resources related to HSSE, including: the Health & Safety Handbook, Emergency Contacts and Procedures, Critical Risk Controls, Risk Assessment, and the Crisis Communication Plan. The app also allows you to complete and submit a number of safety forms, such as the Planned Job Observation, Hazard ID, Safety Opportunities, and the SAFE Observation Checklist. In Case of Crisis can also send out regional 'push notifications' to communicate urgent information, such as office closures due to weather conditions.



## 19 Reporting an Incident

Incidents involving injury, potential injury, or report of pain, soreness, or discomfort must be reported immediately (within one hour) to a supervisor. Refer to HSSE Program Manual, section 14.0.

**INCIDENT:** Any unplanned event that adversely affects our employees, our business, its physical assets, the clients we serve, or the environment. **Incident severity is assessed on a scale from 0 (no impact) to 4 (serious impact).**

**HIGH POTENTIAL INCIDENT:** An incident for which potential severity of loss is assessed to be a severity level of 4. That is, the severity had the potential to be a 4 given slightly different circumstances. Can be incidents that result in injuries, illnesses, or damage to assets, the environment or company reputation, or they can be near misses.

### Incident Occurs

Keeping safety in mind, care for injured people (if applicable), and stabilize the scene.

For life-threatening injuries, immediately contact 911. Accompany the injured employee to the medical facility whenever possible.

Call WorkCare (24-hour service) for work-related symptoms or injuries, and speak to a medical professional for guidance and treatment options.

Make voice contact with your supervisor within 1 hour or less of the incident occurring. Leaving a voicemail does not count. If you cannot contact your supervisor, contact the HSSE Manager or HSSE Advisor for your region.

Supervisors must immediately contact their HSSE Manager or HSSE Advisor to discuss incident severity and determine if further notifications (internal or external) are required.

## 20 First Aid/Workstation Ergonomics

### First Aid

Only employees who have current certification in first aid from an approved training organization will provide first aid. They will provide only the level of assistance for which they are qualified.

Project planning must include providing access to first aid and to medical facilities. For questions regarding levels of training and assistance in establishing emergency planning, please contact your Regional HSSE Manager/OSEC and refer to **SWP-107 - First Aid** on StanNet.

### Workstation Ergonomics

Warding off discomfort and possible musculoskeletal injury (MSI) could be as easy as making a few simple adjustments to a work environment or behavior. The earlier the development of an injury can be detected, the better the individual's chance of complete recovery.

Be aware that signs and symptoms of MSIs include:

- Tenderness
- Weakness
- Tingling
- Disturbed sleep
- Swelling
- Numbness
- Pain
- Unreasonable fatigue
- Difficulty performing tasks
- Difficulty moving specific parts of the body

When an employee experiences signs and symptoms, they should communicate with their supervisor right away. To begin the documentation of the issue, the employee fills out an HSSE Event Report (RMS3) form and submits it to [hse@stantec.com](mailto:hse@stantec.com) and their OSEC/Regional HSSE Manager. The OSEC/Regional HSSE Manager will then initiate the assessment procedure outlined in **SWP-125 — Workstation Ergonomics**.

It should be noted that no posture is ideal indefinitely. You must change your posture and position frequently by adjusting the setting on the chair and alternating tasks (typing, writing, walking, and standing) as often as possible. This will promote proper blood flow and reduce the risk of injury.

