

Emera Utility Services-Cablecom

SECTION	PROCEDURE	RELATED DOCUMENTS
1, 2, 3	Scope, References, Definitions	None
4.1 General Requirements	Stated in 4.1	None
4.2 Policy	Stated in 4.2	D-1 Occupational Health & Safety Policy D-2 Environmental Policy
4.3 Planning		
4.3.1 Hazard Identification	OG-1 Identifying Hazards OG-12 Engineering Process (NB)	F-1 Hazard Registry F-2 Daily Risk Assessment Form F-3 Area Inspection Checklist F-34 Engineering Preview Sheet F-35 Construction Preview Sheet
4.3.2 Legal & Other Requirements	Stated in 4.3.2	Reference Reports Federal–Work Refusal Report Federal–Work Refusal Investigation Form Provincial–Worker’s Compensation Board Federal–Hazardous Occurrence Report Federal–Hazardous Occurrence Investigation Federal–Annual Hazardous Occurrences Report Federal–Annual Workplace Health & Safety Committee
4.3.3 Objectives, Targets and Management Programs	Stated in 4.3.3	D-3 Annual Safety & Environment plan Objectives and Targets
4.4 Implementation & Operation		T-1 Job Description Template
4.4.1 Structure & Responsibility	Stated in 4.4.1	
4.4.2 Training, Awareness & Competence	Stated in 4.4.2	D-4 Safety Manual F-4 Employee Orientation Form Reference On-line Training Database Training Attendance Sheet (Emera HR)
4.4.3 Consultation & Communication	OG-2 Workplace Health & Safety Committee – Terms of Reference	F-5 WH&SC Agenda F-6 WH&SC Minutes
4.4.4 Documentation	Stated in 4.4.4	
4.4.5 Document & Data Control	P-445 Controlling Documents Procedure	F-7 Document Master List F-8 Document Change Request Form F-9 Document Revision Checklist T-2 Procedure Template T-3 Operating Guideline Template T-4 Form Template

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4.4.6	Operational control	<p>OG-3 Inspecting Hoisting, Rigging & Fall Arrest Equipment Guideline</p> <p>OG-4 Entering Confined Spaces Guideline</p> <p>OG-5 Working on Railway Property Guideline</p> <p>OG-6 Subcontracting Guideline</p> <p>OG-7 Rubber Gloving – Distribution Class Voltages Code of Practice</p> <p>OG-13 Replacing Excavator Tracks Guideline</p>	<p>F-10 Hoisting, Rigging & Fall Arrest Inspection Form</p> <p>F-11 Confined Space Assessment Form</p> <p>F-12 Confined Space Entry Permit</p> <p>F-13 Railway Crossing Site Checklist</p> <p>F-14 Subcontractor Master List</p> <p>F-15 Subcontractor Audit Checklist</p> <p>Reference TDG Permit for Equivalent Level of Safety (NSPI) Watercourse Alteration Permit (NB Power) Natural Gas Permit Over-dimensional Move Permit</p>
4.4.7	Emergency Preparedness & Response	<p>OG-8 Emergency Response Guideline</p> <p>OG-9 Environmental Release Contingency Guideline</p>	F-16 Environmental Release Assessment Checklist
4.5	Checking & Corrective Action	P-451 Vehicle Procedure	
4.5.1	Performance Measurement & Monitoring	OG-10 Corrective & Preventive Action Guideline	<p>F-17 Proactive/at-risk Report Form</p> <p>F-18 Employee / Subcontractor Observation Checklist</p> <p>F-19 Tool, Equipment, PPE & Trailer Inspection Checklist</p> <p>F-20 Vehicle Pre-Trip Inspection Form (Class 1&2)</p> <p>F-21 Vehicle Pre-Trip Inspection Form (Class 3-6)</p> <p>F-22 Preventive Maintenance Report - Trailers</p> <p>F-23 Preventive Maintenance Report – Cars & Light Trucks</p> <p>F-24 Preventive Maintenance Report – Large Vehicles Cab & Chassis</p> <p>F-25 Aerial Device Preventive Maintenance "A" Inspection Report – Mounted Hydraulic Equipment</p> <p>F-26 Aerial Device Preventive Maintenance "B" Inspection Report - Mounted Hydraulic Equipment</p> <p>F-27 Digger Derrick Preventive Maintenance "A" Inspection report -Mounted Hydraulic Equipment</p> <p>F-28 Digger Derrick Preventive Maintenance "B" Inspection report -Mounted Hydraulic Equipment</p> <p>F-32 Service Bulletin (Recalls)</p> <p>Reference Forms Manufacturer Inspection Sheets</p>
4.5.2	Accidents, Incidents, Non-conformances & Corrective Actions	OG-11 Reporting & Investigating Incidents & Accidents Guidelines	<p>F-30 Incident Report Form</p> <p>F-31 Investigation Report Form</p> <p>Reference Reports Provincial–Worker’s Compensation Board Federal–Hazardous Occurrence Federal–Hazardous Occurrence Investigation Federal–Annual Hazardous Occurrences</p>
4.5.3	Records & Records Management	P-453 Controlling Safety & Environmental Records Procedure	F-29 Safety & Environmental Records Table
4.5.4	Audit	P-454 Internal Audit Procedure	T-5 Internal Audit Template
4.6	Management Control	P-460 Management Review Procedure	

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Occupational Health & Safety and Environmental Management System Program Manual

As a subsidiary of Emera Inc., Emera Utility Services-Cablecom's primary business is providing engineering and construction services to communication and power utilities in the Maritime Provinces.

Emera Utility Services-Cablecom has developed and implemented an Occupational Health & Safety and an Environmental Management System (herein referred to as OHS/EMS Program) in order to identify and control risks to employees, property, processes, the environment and the general public. This program satisfies the requirements and expectations of its customers and legislators, and improves the overall management of the company. Emera Utility Services-Cablecom employees are also expected to follow any customer safety and environmental instructions that exceed the requirements of this Program Manual, provided by customers via contracts or start-up meetings.

This program meets the requirements of ISO 14001 (EMS) and BSI 18001 (OHS). Emera Utility Services-Cablecom has chosen not to seek formal certification of its management system at this time.

The manual is divided into five sections that correspond to the OH&S ISO (18001) system and the EMS ISO (14001) system.

Each section begins with a policy statement expressing Emera Utility Services-Cablecom's obligation to implement the basic requirements of the referenced Occupational Health & Safety and Environmental Management System section. Each policy statement is followed by specific information pertaining to the procedures and operating guidelines that describe the methods used to implement the necessary requirements.

This manual specifies the program requirements, describes inter-relationships, and specifies authorities and responsibilities of personnel for performing within the system. The manual also provides procedures or references for all activities comprising the OHS/EMS Program to ensure compliance to the applicable standards.

This manual is used internally to guide the company's employees through the various requirements that must be met and maintained in order to ensure legislative compliance, employee safety and protection of the environment. This manual is used externally to introduce Emera Utility Services-Cablecom's OHS/EMS Program to customers and other organizations or

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individuals. The manual is used to familiarize them with the controls that have been implemented and to assure them that the integrity of the OHS/EMS Program is maintained and focused on employee and environmental safety, and continual improvement.

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OHS/EMS Program Manual Distribution

This Manual is an official document issued by Emera Utility Services-Cablecom and is approved by the General Manager. It does not contain proprietary information about the company, its operations or its employees, nor does it reference directly any information concerning specific customers or suppliers of Emera Utility Services-Cablecom.

This manual is available to customers or other authorized parties upon their request.

All Emera Utility Services-Cablecom employees have access to this manual via paper copies in the managers and supervisors OHS/EMS Program binders and electronic copy in the Health & Safety folder on the Emera Utility Services-Cablecom Common drive. Employees are informed of any changes or amendments at monthly safety meetings. It serves as the guidance document for the Occupational Health & Safety and Environmental Management activities.

The distribution and control of this manual shall be conducted in accordance with the policies stated and procedures referenced herein.

Section 1:

Scope

Emera Utility Services-Cablecom provides engineering and construction services to communication and power utilities in the Maritime Provinces. Emera Utility Services-Cablecom currently has facilities in Lakeside, NS and Saint John & Fredericton, NB. This manual is applicable to Emera Utility Services-Cablecom facilities and worksites, as well as work performed on behalf of customers, unless customers have provided Emera Utility Services-Cablecom with procedures that exceed the safety or environmental criteria in this Manual. The manual outlines the policies, procedures and requirements of the Safety Program and Environmental System. The Manual reflects the program structures set forth in the ISO 14001 & 18001 standards, but is not an ISO certified system.

Section 2:

References

See section 4.3.2 – Legal and Other Requirements

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Section 3:

Definitions

Approved – meets or exceeds Emera Utility Services-Cablecom standards

Authorization - approval by the supervisor in charge of a work group

Company - Emera Utility Services-Cablecom

Competent – is assessed by the immediate supervisor as able to perform a task safely due to knowledge, experience and training

Employee - regular and term workers employed by the Company, regardless of their position

Persons working on behalf of the company – employees and subcontractors conducting work for the financial gain of Emera Utility Services-Cablecom

Safety Rule - a statement that will allow an employee to do a job safely and is compulsory to all

Subcontractor – An individual or company that performs work under the direct supervision of Emera Utility Services-Cablecom on Emera Utility Services-Cablecom controlled work sites

Supervisor - a management employee responsible for directing the work or work crews regardless of normal title or classification

Work site - a location where activities take place by or on behalf of Emera Utility Services-Cablecom

Section 4:

- 4.1 General requirements
- 4.2 Policy
- 4.3 Planning
- 4.4 Implementation and Operation
- 4.5 Checking and Corrective Action
- 4.6 Management Control

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4.1 General requirements

Emera Utility Services-Cablecom has established, documented and implemented a combined Occupational Health & Safety (OHS) and Environmental Management System (EMS) Program. The system is maintained and continually improved through the use of the OHS and EMS policies, safety/environmental objectives, audit results, analysis of data, corrective and preventive action, and management review.

To design and implement the OHS/EMS Emera Utility Services-Cablecom has:

- Reviewed the company's business activities.
- Reviewed the legislation that applies to the business activities.
- Identified the risks to employees and the environment resulting from the business activities.
- Established a management system to control the risks that include:
 - Policies
 - Planning
 - Implementation
 - Checking and Corrective Actions
 - Management Review
 - Continual Improvement

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4.2 OH&S and Environmental Policy

The Management Team ensures that the Occupational Health & Safety Policy and the Environmental Policy reflect the spirit of the Emera Policies and include a commitment to complying with applicable legislation and continual program improvement. They ensure that the policies have been implemented by communicating the policies to their employees. A review of the policies is included in all new employee job orientations and posted on bulletin boards.

Management reviews the policy annually in consultation with the Workplace Health and Safety Committees to ensure that the policies reflect the company's current business activities.

Related Documents

- D-1 Emera Utility Services-Cablecom Occupational Health and Safety Policy
- D-2 Emera Utility Services-Cablecom Environmental Policy
Emera Occupational Health and Safety Policy
Emera Environmental Policy

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4.3 Planning

Safety and environmental planning is required before new types of work or new services are offered. The safety and environmental planning includes reviews of current legislation, regulations, customer requirements and hazard identification on an on-going and as needed basis, in conjunction with the Hazard Registry review. The safety hazards and environmental significant aspects are documented on the Task Assessment List. Controls that are adequate to meet the requirements are established and implemented before new services are provided. During planning the General Manager assigns appropriate personnel to identify:

- The safety and environmental objectives and requirements for the service;

- Potential safety and environmental impacts;

- Procedures and practices required;

- Documentation and resources required;

- Monitoring and inspection requirements, and

- Criteria for meeting the objectives.

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4.3.1 Hazard Identification

- Occupational Health & Safety Risks**
- Environmental Aspects**

The Management Team assesses the health, safety and environmental aspects of the company's business activities. The assessment identifies significant risks to the company's operations and the controls that are in place to mitigate the risks. The risks are prioritized on the Hazard Registry.

Top management reviews the Hazard Registry annually during a top management review meeting, and as necessary, to ensure that the controls are adequate for all the identified risks. The list is revised, as necessary, to include new business activities or changes in regulatory requirements.

New facilities are assessed initially for hazards and on a regular basis. Day-to-day planning activities for job site hazard identification and control are specified in the annual Safety & Environment Plan.

Related Documents

- OG-1 Identifying Hazards Operating Guideline
- OG-12 Engineering Process (NB)
- F-1 Hazard Registry
- F-2 Daily Risk Assessment Checklist
- F-3 Area Inspection Checklist
- F-12 Confined Space Assessment Checklist
- F-13 Railway Crossing Site Checklist
- F-34 Engineering Preview Sheet
- F-35 Construction Preview Sheet

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4.3.2 Legal and Other Requirement

The Safety Specialist performs an initial review, and conducts periodic reviews, of applicable health, safety and environmental legislation and regulations pertaining to current business activities. The Safety Specialist meets regularly with the Emera Environmental Council to discuss changes to legislation and regulatory requirements. Changes to environmental legislation are reviewed on the Emera Environment Intranet site. Environmental legislation applicable to the business activities is referenced on Appendix "A".

Managers review customer health, safety and environmental requirements at the time of contract reviews, in consultation with the Safety Specialist. Managers include the requirements in the Annual Safety & Environment Plan and ensure that audits are performed to verify compliance.

The results of the reviews are referenced against the Hazard Registry. Control methods are revised or developed and implemented as required.

Health, safety and environmental rights, responsibilities and regulatory requirements of employees are communicated through training sessions, safety education meetings and tool-box talks.

Related Documents

F-1

Hazard Registry

Appendix "A"

Applicable Environmental Legislation



Appendix A (2) -
BDM Revisions.doc

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4.3.3 Objectives, Targets and Management Programs

The General Manager develops corporate objectives and targets for improvements in health, safety and environmental performance that are consistent with the policies. The objectives and targets are determined annually at a top management review meeting and are based on reviews of the legislation, customer requirements, previous performance results and significant aspects.

Managers and supervisors develop measurable objectives and targets for each of their employees. The objectives and targets are identified on each employee's balanced scorecard.

The General Manager approves an annual Safety & Environment Plan that includes safety and environmental performance requirements for all employees. The plan is revised annually according to past performance, changes in legislation and changes in business activities. The plan supports the Safety and Environmental policies and focuses on achieving the stated objectives and targets.

Operations Managers implement the plan by communicating the requirements to their employees.

The plan is audited at regular intervals according to Procedure 545 by an Emera Safety Specialist to confirm that it is being effectively implemented. The General Manager is responsible to ensure that performance deficiencies are addressed.

Success in attaining the objectives and targets is measured quarterly and communicated to employees at Safety Education meetings.

The General Manager or designate reports the status of the Objective & Targets to the Environmental Policy & Programs via the procedure "Reporting Environmental Performance" to the Emera Executive.

Related Documents

D-3 Annual Safety & Environment Plan

EMRA-PROC-003 Emera Environmental Reporting Procedure

Emera Environmental Reporting Procedure

OBJECTIVE	TARGET DATE
Roll-out EMS	1 st Quarter
Orientate employees	1 st Quarter
Review PELS with employees	2 nd Quarter
Enhance incident tracking process	2 nd Quarter
Review OG-9 Environmental Release Contingency Guideline with employees	3 rd Quarter
Review & analyze Pro-active root causes	On-going

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4.4 Implementation and Operation

An organization chart is posted on the Emera Human Resources web site and kept up to date by the Human Resources Manager. The Transformer Group has its own OHS/EMS Program and is not covered by the Emera Utility Services-Cablecom OHS/EMS Manual. Health, safety and environmental responsibilities are included in employee job descriptions, which are maintained by the Human Resources Associate.

Related Documents

T-1 Job Description Template
Emera Organizational Charts

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4.4.1 Resources, Roles, Responsibility and Authority

The General Manager is responsible for the effective operation of the OHS/EMS program. Top management provides sufficient resources that are essential to the implementation, control and improvement of the OHS/EMS program.

Specific health, safety and environmental responsibilities and activities for all employees are detailed in the annual Safety & Environment plan. Health, Safety and Environmental responsibilities are included in employee Balanced Scorecards.

The General Manager assigns a Safety Specialist to establish, implement and maintain the OHS/EMS program. The Safety Specialist reports on the performance of the OHS/EMS program to top management on a regular basis. This report includes proposed recommendations for improvements in the OHS/EMS Program.

Related Documents

D-3 Annual Safety & Environment Plan

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4.4.2 Competence, Training and Awareness

Safety and Environmental qualifications for job positions are reviewed by the immediate supervisor/manager upon hire, when an employee changes positions or when the requirements for a position change. Employees are made aware of the OHS/EMS program during the new hire orientation session. Company rules and the consequences of not following the rules and company procedures are reviewed with employees.

Competency and training needs of employees are tracked on the training database by the immediate supervisor/manager, in consultation with the Safety Specialist and the Human Resources Associate.

An annual training plan for employees is developed by the Safety Specialist in consultation with the Human Resources Associate based on OH&S Act and Environmental requirements, certificate expiry dates, changes in legislation and other company and customer requirements. The plan is proposed to the Management Team and is approved, or modified, and implemented by the Operations managers. Implementation of the plan is tracked by the Safety Specialist and the Workplace Health & Safety Committee.

Employees are trained on the Occupational Health and Safety Act and their role in the OHS/EMS program and the annual Safety & Environment Plan. Training sessions and materials are provided appropriate to the topic and level of employee accountability.

Employees are trained on the procedures and operating guidelines that apply to them according to the annual training plan. Training on revised procedures and guidelines are scheduled as soon as possible after approval of the changes. Operating Guidelines are available on the appropriate vehicles.

Related Documents

- D-4 Safety Manual
- F-4 Employee Orientation Form
- PeopleSoft Training Database
- Training Plan
- Training Session Materials

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4.4.3 Consultation and Communication

Communication forums exist for OHS/EMS requirements through management meetings, safety education safety meetings, tool-box talks and subcontractor pre-project start up meetings. Customers communicate their health, safety and environmental requirements at the time of contract review. There is on-going communication with customers and incidents are documented and reported to customers.

Workplace Health & Safety Committee meetings are held monthly. Requirements for posting information on bulletin boards are included in the Safety & Environment Plan.

A communication plan for internal and external incident reporting (OG-8 & OG-11) is in place and copies are kept in the vehicle binders. Safety and environmental incidents are reported to customers as per contract requirements.

Regular employee communications regarding the development of, and changes to, the Safety & Environment Plan, the Occupational Health & Safety Program and the Environmental Management System are a requirement in the annual Safety & Environment Plan. Employees are made aware of the communication plans at the monthly crew safety education meetings.

Health, safety and environment are regular items on the Workplace Health & Safety Committee agenda.

Emera Utility Services-Cablecom does not produce a stand-alone environmental report to communicate its environmental aspects. Emera Utility Services-Cablecom environmental activities form part of the Emera corporate environmental report.

Management reviews the performance of the Safety & Environment plan with employees quarterly.

Related Documents

- D-3 Annual Safety & Environment Plan
- OG-2 Workplace Health and Safety Committee – Terms of Reference
- OG-8 Emergency Response Guideline
- OG-9 Environmental Release Contingency Guideline
- OG-11 Reporting & Investigating Incidents and Accidents
- OG-13 Replacing Excavator Tracks Guideline
- F-5 Workplace Health and Safety Committee – Agenda
- F-6 Workplace Health and Safety Committee – Minutes

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4.4.4 Documentation

All of the OHS/EMS documents are controlled according to the Controlling Documents Procedure (P-445). Documents are available to all employees on the company server.

The OHS/EMS documentation includes:

- Safety Policy
- Environmental Policy
- This OHS/EMS Program Manual
- Procedures
- Operating Guidelines
- Forms
- Templates

Related Documents

P-445 Controlling Documents Procedure

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4.4.5 Document Control

Documents are developed and maintained according to the Controlling Documents Procedure (P-445) by persons assigned by the General Manager. This procedure defines the process for:

- Approving documents for adequacy prior to issue
- Reviewing and updating as necessary and re-approving documents
- Ensuring that changes and current revision status of documents are identified
- Ensuring that relevant versions of applicable documents are available at points of use
- Ensuring that documents remain legible and readily identifiable
- Ensuring that documents of external origin are identified and their distribution controlled, and
- Preventing the unintended use of obsolete documents and to apply suitable identification to them if they are retained for any purpose.

The current documents are in PDF format and are readily available from Xerox. The Safety Specialist files the Document Master List that includes the General Manager's signed approval. The list is filed in the General Manager's OHS/EMS Program Manual binder. Current versions of all documents are legible and include date of issue with unique numbers and titles.

The controlled documents are placed on the company server for company wide access. Company personnel can print the current version at any time. Printed binders have been distributed to managers and supervisors, who are responsible to keep their binders up to date and to use current documents. Retired versions are removed from the server and placed in an archive file or destroyed according to Procedure P-445.

The documents are reviewed periodically and revised as necessary as a result of program or legislative changes, or internal audit findings. New or revised documents are approved and made available on the company server. Revisions are communicated to managers and supervisors.

Related Documents

- P-445 Controlling Documents Procedure
- F-7 Document Master List
- F-8 Document Change Request Form
- F-9 Document Revision Checklist
- T-2 Procedure Template
- T-3 Operating Guideline Template
- T-4 Form Template

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4.4.6 Operational Control

Emera Utility Services-Cablecom has developed operating guidelines in line with the Critical Tasks. A complete listing is given below. Emera Utility Services-Cablecom employees are expected to follow customer safety and environmental instructions that exceed the requirements of the OHS/EMS Manual. Customer requirements are provided to Emera Utility Services-Cablecom during contract reviews and as revised.

The Hazard Registry is referenced in order to ensure that appropriate instructions are available for employees to perform their task safely.

Employees and supervisors inspect tools, equipment, vehicles and facilities for deficiencies regularly and according to the annual safety & environment plan.

Supervisors perform employee inspections and observations and keep on file any resulting documentation. Supervisors retain on file all documents related to their health, safety and environmental activities according to the annual safety & environment plan.

Applicable permits are obtained prior to beginning work or disposing of waste that requires such permits. Products are installed and disposed of according to regulations or customer procedures. Employees receive a "Letter of acceptance of waste material" or copy of the invoice from the party accepting the waste, when appropriate.

Recycle bins are in place for office, warehouse and construction waste separation. Work sites are cleaned up after job completion and scrap material is disposed of in recycle bins when appropriate sent to recycle depots. Transformers, poles and streetlight ballasts are stored, placed and disposed of according to applicable regulations and customer requirements.

Vehicles and mobile equipment are maintained according to Vehicle Procedure P-451. Emergency Spill Kits are available on vehicles with hydraulic mounted equipment.

Subcontractors are informed of the company's safety and environmental requirements according to OG-6 Subcontracting. Appropriate documentation related to health, safety and the environment are received from subcontractors. Supervisors ensure that documents are filed as specified in the Safety & Environmental Records Table (F29). The documentation is reviewed during periodic audits.

Related Documents

P-451 Vehicle Procedure

OG-3 Inspecting Hoisting, Rigging and Fall Arrest Equipment Operating Guideline

OG-4 Entering Confined Spaces Operating Guideline

OG-5 Working on Railway Property Operating Guideline

OG-6 Subcontracting Operating Guideline

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- OG-7 Rubber Gloving Distribution Class Voltages (NS) - Code of Practice
- F-10 Hoisting, Rigging and Fall Arrest Inspection form
- F-11 Confined Space Assessment form
- F-12 Confined Space Entry Permit
- F-13 Railway Crossing Checklist
- F-14 Subcontractor Master List
- F-15 Subcontractor Audit Checklist
- F-29 Safety & Environmental Records Table
 - Customer Safety & Environment Instructions
 - Over-dimensional Move Permit
 - Permit for Equivalent Level of Safety (NSPI)
 - Watercourse Alteration Permit (NB Power)
 - Natural Gas Permit

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4.4.7 Emergency Preparedness

Employees are trained in the applicable types of emergency response, including First Aid, Fire Fighting, and Environmental incidents. Vehicles carry critical emergency equipment and procedures in their vehicles. Hazardous Products Procedure Sheets are available in the vehicle safety binder for the hazardous products in use.

Supervisors develop job specific emergency procedures that are appropriate for the job site conditions (ie: confined spaces). Employees are trained on the appropriate job specific emergency procedures, including customer site specific emergency procedures.

Related Documents

OG-8 Emergency Response Operating Guideline

OG-9 Environmental Release Contingency Guideline

F-16 Environmental Release Assessment Checklist

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4.5 Checking and Corrective Actions

4.5.1 Performance Measurement and Monitoring

Safety and environmental performance associated with the Hazard Registry are measured and monitored on a regular basis. All levels of management conduct inspections and observations. Formal audits are performed regularly and scored according to the Safety & Environment Plan requirements. Audit results are distributed to the management team for review. Results are compared to the targets and objectives to ensure that they are being achieved. Appropriate actions are taken to correct deficiencies when required.

Statistics and data are gathered to track incidents, accidents, illnesses, injuries, property damage and environmental incidents in order to identify trends or system deficiencies. Corrective actions are taken when appropriate.

Workspace monitoring equipment is calibrated and serviced according to the manufacturer's recommendations. A list of purchased equipment is maintained by the accounting manager. Rental equipment is provisioned on an as needed basis. Records are kept at locations where calibrations and servicing are performed, according to legislated requirements.

Compliance to program requirements is reviewed and monitored by the Safety Specialist during Environmental Council meetings and internal program audits. Emera Environmental Policy & Programs conducts compliance audits on a 3-year cycle.

Related Documents

OG-10	Corrective and Preventive Action Operating Guideline
F-3	Area Inspection Checklist
F-17	Proactive/at-risk report form
F-18	Employee and Subcontractor Observation Checklist
F-19	Tool, Equipment, PPE, and Trailer Inspection Checklist
F-20	Vehicle Pre-trip Inspection Form (Class 1 &2)
F-21	Vehicle Pre-trip Inspection Form (Class 3-6)
F-22	Preventive Maintenance Inspection Report – Trailers
F-23	Preventive Maintenance Inspection Report – Cars & Light Trucks
F-24	Preventive Maintenance “A” Inspection Report – Large Vehicle Cab/Chassis
F-25	Aerial Device Preventive Maintenance “A” Inspection Report – Mounted Hydraulic Equipment
F-26	Aerial Device Preventive Maintenance “B” Inspection Report – Mounted Hydraulic Equipment
F-27	Digger Derrick Preventive Maintenance “A” Inspection Report – Mounted Hydraulic Equipment
F-28	Digger Derrick Preventive Maintenance “B” Inspection Report – Mounted Hydraulic Equipment
F-32	Service Bulletins (Recalls)
T-5	Internal Audit Template

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4.5.2 Accidents, Incidents, Non-Conformances and Corrective Actions

High potential incidents and proactive reports are received from employees in order to implement measures to prevent future accidents. Accidents, incidents, and non-conformances are reported and investigated according to company guidelines OG-9 & OG-11. Corrective and preventive actions are reviewed by the Safety Specialist to ensure the proposed actions are appropriate and sustainable. The Workplace Health and Safety Committees monitor and track corrective and preventive actions to completion, according to company guideline OG-11, in order to determine their effectiveness.

Related Documents

OG-8	Emergency Response Operating Guideline
OG-9	Environmental Release Contingency Guideline
OG-10	Corrective and Preventive Action Operating Guideline
OG-11	Reporting and Investigating Incidents and Accidents Operating Guideline
F-16	Environmental Release Assessment Checklist
F-30	Incident Report Form
F-31	Investigation Report Form
	Provincial - Workers Compensation Board Report
	Federal - Hazardous Occurrences Report
	Federal - Hazardous Occurrences Investigation Report
	Federal - Annual Hazardous Occurrences Report

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4.5.3 Records and Records Management

Safety and environment records are maintained to provide evidence of conformity to legal requirements and the effective operation of the OHS/EMS Program. The records are maintained according to the Controlling Safety and Environmental Records Procedure (P-453). This procedure requires that records remain legible, readily identifiable and retrievable. The procedure defines the controls needed for identification, storage, protection, retrieval, retention time and disposition of safety and environment records.

Related Procedures

P-453 Controlling Safety and Environmental Records Procedure

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4.5.4 Audits

Emera Utility Services-Cablecom conducts internal audits at planned intervals to determine whether the OHS/EMS:

- Conforms to the Safety & environment plan established by the company.
- Is effectively implemented and maintained.

The audit program is specified in the annual Safety & Environment plan. It identifies an audit schedule based on the importance of the areas to be audited, as well as the results of previous audits. Spot audits may be performed periodically at the discretion of the General Manager. The requirements for planning and conducting audits (ie: audit criteria, scope, frequency, methods, responsibilities), and for reporting and maintaining results, are defined and documented in the Internal Audit Procedure (P-454). Management is responsible for ensuring that actions are taken without undue delay to eliminate detected non-conformances and their causes. Follow-up activities include the verification of the actions taken and reporting results to stakeholders.

Annual external audits are performed by an Emera Safety Specialist to ensure compliance to legislative requirements.

Related Documents

P-454	Internal Audit Procedure
T-5	Internal Audit Template
EMRA-PROC-004	Emera Environmental Audit Procedure

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4.6 Management Control

The Safety Specialist prepares OHS/EMS performance reports with recommendations for the Management Team. The Management Team consists of the General Manager and his direct reports. The team reviews the status of the OHS/EMS quarterly. The review assesses the continuing OHS/EMS suitability, adequacy and effectiveness, and identifies opportunities for improvement and needed changes. Records are maintained for each management review meeting. Management makes appropriate changes to achieve improvements in overall safety and environmental performance.

Targets and objectives are reassessed annually.

Review input

Assessment of the OHS/EMS is based on a review of information inputs to management review. These inputs include the following:

- Health & Safety and Environmental Policies
- Health & Safety and Environmental performance reports
- Progress on Objectives and Targets
- Results of OHS/EMS audits
- Customer feedback
- Status of preventive and corrective actions
- Follow-up actions from previous management reviews
- Business activities changes
- Recommendations for improvement

Review output

During these review meetings, management identifies appropriate actions to be taken regarding the following issues:

- Improvement of the effectiveness of the OHS/EMS Program
- Improvements to conform to customer requirements
- Improvement to comply with regulatory requirements
- Resource needs

Responsibility for the required actions are assigned to members of the management review team. Any decisions made during the meeting, assigned actions, and their due dates are recorded in the minutes.

Related Documents

P-460 Management Review Procedure