

AUTHORIZATION TO WORK FORM (SHORT DURATION/IMMEDIATE WORK)

It is SaskPower policy that contractors perform work in accordance with all laws, regulations, bylaws, rules, and standards applicable to the performance of work on any SaskPower facilities and worksites. The Authorization to Work Form and hazard/aspect and risk assessment must be completed by the Contractor prior to the commencement of any work. The contract administrator will review all applicable documentation with contractor prior to work commencing.

Contractor Company Name:		Tel:
Contractor Supervisor Name:		Cell:
Contractor Address:		
SaskPower Worksite:		
Date:		
Journey person #:		
Period of Work	Start:	End:

Please read and acknowledge the items below, as this will verify that you are in compliance with the requirements set out herein. It is the Contractor’s responsibility to communicate these requirements to all of its on-site workers and subcontractors.

The Contactor shall:

- a) understand and comply with *The Saskatchewan Employment Act, 2014*, and *The Occupational Health and Safety Regulations, 1996*, and any other applicable Saskatchewan Provincial legislation as well as any Federal, Provincial and Municipal Environmental Legislation and all applicable SaskPower OH&S and Environment policies and standards (collectively, the “Laws”). All SaskPower policies, standards can be found on www.saskpower.com/contractorsafety
- b) comply with all safety specifications within this document;
- c) have all valid certification, qualifications and competencies required by Saskatchewan Provincial legislation; as well as tool and equipment certifications
- d) be fit for work, and free from the negative effects of alcohol and / or drugs;
- e) cease working, make safe the workplace and contact the contract administrator if an incident occurs or we become aware of a situation that creates a danger to myself or others;
- f) have a current WCB account, unless WCB exempt;
- g) participate in a pre-job safety meeting, including a hazard aspect & risk assessment (HARA) and site orientation, and agree to comply with SaskPower’s safety rules and any special instructions; and
- h) The Contractor shall report: (a) all incidents, including injury, property damage, and near misses to SaskPower; and (b) all dangerous occurrences and incidents causing bodily injury to SaskPower and to the Saskatchewan Ministry of Labour Relations and Workplace Safety. The Contractor shall perform incident investigations and submit the written report to SaskPower.

Please complete these additional safety requirements prior to start of any work.

Is Lock out/Tag Out plan required?	<input type="checkbox"/> YES <i>(If selected, contactor must attach plan prior to work commencing)</i> <input type="checkbox"/> NO
Is there a load-handling plan required with this work?	<input type="checkbox"/> YES <i>(If selected, contactor must attach plan prior to work commencing)</i> <input type="checkbox"/> NO
Are permit(s) or locates required with this work?	<input type="checkbox"/> YES <i>(If selected, please attach permits or locates to HARA)</i> <input type="checkbox"/> NO

Contractor/Contract Administrator to discuss and complete **one** of the following options below:
(The HARA below can be removed from this document if option 2 or 3 has been selected)

<input type="checkbox"/>	1. Contractor to complete the HARA below with the contract administrator.
<input type="checkbox"/>	2. Contractor sign off on the onsite HARA and SaskPower provides direct supervision.
<input type="checkbox"/>	3. Contractor completes their own HARA form and provides it to the contact administrator prior to starting work.

Contractor Representative:

Date:

SaskPower Contract Administrator:

Date:

Safety Exhibit 1 – Safety Hazard & Risk Assessment Form User Instructions

Contact Administrator User Instructions for completing the Safety Exhibit 1 form:

- Column 1 (Hazard) lists all SaskPower’s potential hazard and should not be edited.
- In column 2 (Identify the Specific Hazard Present), please list the specific hazard present at the work site. If the hazard listed in column 1 doesn’t apply to the site, enter ‘n/a’ in column 2.
- In column 3 (Initial Rating), indicate if the risk to the hazard is high, medium or low.
- Include in column 4 (SaskPower’s Requirements) any additional barriers or controls they deem necessary.
- Columns 5 and 6 (Contractor’s Action to Control the Hazard and Mitigated Rating) are to be completed by the Contractor prior to the start-up meeting.
- The Contract Administrator and Contractor should retain signed copies of the Safety Exhibit 1 form for their records.
- This Safety Exhibit 1 form should be updated and signed as required (e.g., if there are changes to the site or work).

To be completed by the successful Bidder/Proponent and brought to the first Site Meeting as required under the Safety Requirements.

SaskPower has identified some of the highest risk elements and SaskPower’s Requirements to control the identified high and medium risk hazards associated with the Contract.

The Contractor shall also assess the hazards based on their safety program. The Contractor’s safety program must comply fully with section 22 of *The Occupational Health and Safety Regulations 1996*. All high and medium risks must have an action plan. A Barrier Effectiveness Chart is provided for your reference.

When both SaskPower and the Contractor have completed their assessments, the Mitigated Rating will be evaluated with the intent of reducing the initial rating to a “low” value.

At the First Site Meeting:

- a) The Contractor will provide the Contractor’s Action to Control the Hazard.
- b) SaskPower and the Contractor will assess the “Mitigated Rating” based on Requirements/Action Plans to Control Hazards.
- c) Both the SaskPower Representative and the Contractor must sign-off.

SaskPower has used all reasonable efforts to identify the hazards applicable to the Work; however, certain hazards may not have been identified in the Form or may arise after the Contractor commences the Work. SaskPower shall not be responsible for any hazards not identified and listed in the SaskPower Hazard & Risk Assessment Form. The Contractor shall add any additional hazards to the Hazard & Risk Assessment Form as soon as identified and shall promptly notify SaskPower of same. The Contractor has full responsibility for ensuring compliance with all SaskPower and federal or provincial occupational health and safety requirements, as more fully described in the Safety Requirements.

Barrier Effectiveness Chart

Most Effective



Least Effective

Control Barriers

- Eliminate the Hazard
- Minimize Energy to Safe Levels
- Install Physical Barriers

Safety Barriers

- Wear Protective Equipment
- Install Warning Devices
- Minimize Error Potential

Support Barriers

- Use Written Procedures
- Provide Training
- Provide Supervision

Human Barrier

- Identify Hazards Only

SAFETY EXHIBIT 1 – HAZARD & RISK ASSESSMENT FORM

[Project Title, Project Number]

*SaskPower's Key Commitments to Safety: **COMPLY, IMPROVE, PREVENT***

Hazard Rating: High - Risk of fatality or permanent disability; Medium - Risk of **temporary** disability (Lost Time Injury);

Low - Risk of minor injury (No Lost Time); **NA** - Not applicable to this project

Hazard	Identify the Specific Hazard Present	Initial Rating (H, M, L)	SaskPower's Requirements (examples: procedures, barriers, controls)	Contractor's Action to Control the Hazard	Mitigated Rating (H, M, L)
Adverse Weather			Reschedule Work, OHS Cold Conditions Guidelines for Outside Workers & Working Under Hot Conditions, PPE (Seasonally Appropriate), Communication, Weather Related Reports, Supervision, SaskPower Working in Hot and Cold Conditions Standard, Northern Hydro Guidelines for Travelling in Inclement Weather, Survival Kit, Load Handling (Hoisting) Policy		
Animals			Animal Control Standard, Animal Repellant, Pest Control		
Asbestos			Respiratory Protection, Asbestos Safe Work Procedures, Asbestos Standard, Air Monitors, Signage, Disposable Coveralls		
Biological			OH&S Publications/Codes of Practice, Insect Repellent, Pest Control, Housekeeping, Biologic Hazard		

Hazard	Identify the Specific Hazard Present	Initial Rating (H, M, L)	SaskPower's Requirements (examples: procedures, barriers, controls)	Contractor's Action to Control the Hazard	Mitigated Rating (H, M, L)
			Standard, Rubber Gloves, Rubber Boots, Disposable Coveralls, Breathing Apparatus, Flu Shot, Tetanus Shot, Vegetation Management, Biological Safe Work Procedures,		
Burns / Scalds			PPE requirements Emergency Response Plan Standard, Flammable & Combustible Liquids Safe Work Standard, Welding PPE, Welding Safe Work Procedure		
Chemicals/Silica			Coveralls/smocks, MSDS, Audio/Visual Alarms, Air Monitors, Standard Protection Code, Burnt Transformer Handling Procedure, Face Shields, Rubber Gloves, Rubber Boots, Breathing Apparatus, Chemical Safe Work Procedures, Chemical Protective Clothing Standard, Containment Structure, Crop Spray Awareness, Emergency Ammonia Release Procedure, PCB Safe Handling Procedure, SCBA, PCB Waste Management Guidelines, TDG, Transformer or Tanker Entry Procedures		
Collision / Crashing			SaskPower Policy on Air Travel, Audio/Visual Alarms, Seats Belts, Communication Equipment, Inspection, Safety Sunglasses, SPC Drug and Alcohol Policy and		

Hazard	Identify the Specific Hazard Present	Initial Rating (H, M, L)	SaskPower's Requirements (examples: procedures, barriers, controls)	Contractor's Action to Control the Hazard	Mitigated Rating (H, M, L)
			Standard, High Visibility Standard, Load Securement Standard, Mobile Device Standard, Motor Vehicle Safety Equipment Standard, Operation and Maintenance of vehicles over 5000 Kg standard, Load Handling (Hoisting) Policy, Operations of PME Standard, Safe Driving Standard, Traffic Control Standard, Alarms, Inspections, OHS – Safe Operation of Forklifts, Air Patrol Fixed Wing Procedure, Automated External Defibrillator Standard, Charter Aircraft Passenger Safety Procedure, Helicopter Work Procedures		
Pinch Points			Audio/Visual Alarms, Standard Protection Code, Inspection, Hand and Arm Protection Standard, Load Securement Standard Load Handling (Hoisting) Policy, Scaffold Erection and Use Standard, Excavation and Trenching Standard, Shoring/Sloping		
Electrical (Live Electrical Energy, Arc Flash, Unintentional Energization)			Standard Protection Code, Electrical Engineering Design, Standard Protection Code, Arc Flash Standard, Gloves of Insulating Material Standard, Ground Disturbance Plan, Absence of Potential Test, Arc Flash Awareness, Automated External Defibrillator Standard, Bonding and Grounding, Nomex Coveralls, Insulated Tools, Homer Hoods, Potential Testing Equipment, Ground		

Hazard	Identify the Specific Hazard Present	Initial Rating (H, M, L)	SaskPower's Requirements (examples: procedures, barriers, controls)	Contractor's Action to Control the Hazard	Mitigated Rating (H, M, L)
			Fault Interrupter, Electrical Safe Work Procedure, Foot Protection Standard, High Voltage Training, Hydro-Vacuum Excavation Safe Work Procedure, Limits of Approach, Line Locates, Lineman's Information Manual, Liveline Tool Test Procedures, Felling Trees Within Fallover Distance of Energized Lines SOP , , Equipment Standard Operating Procedures, Substation Safety Procedures		
Ergonomics (Office/Industrial)			Ergonomic Workstation Equipment/Accessories, Ergonomic Lifting, SPC – Ergonomic Standard, Annual Eye Exam Policy, Health and Wellness Standard, OHS – Code of Practice for Video Display Terminals, Sask Employment Act, OHS Regs., Anti Fatigue Mats, Corporate Work Station Replacement Initiative, Ergonomic Safe Work Procedure, Ergonomic Equipment and Accessories, Proactive Medical/Health Practices		
Falls from Heights			Emergency Response Plan Standard, Fall Protection Plan Standard, Personal Fall Arrest System Components Standard, Personnel Hoisting Standard, Load Handling (Hoisting) Policy, Scaffold Erection and Use Standard, Automated External Defibrillator Standard, Climb		

Hazard	Identify the Specific Hazard Present	Initial Rating (H, M, L)	SaskPower's Requirements (examples: procedures, barriers, controls)	Contractor's Action to Control the Hazard	Mitigated Rating (H, M, L)
			Assist, Fall Arrest Equipment, Fall Protection Plans, Full Body Harness Standard, Pole Testing		
Fire / Explosion			MSDS, Audio/Visual Alarms, Signage, Fire Extinguishers, Housekeeping, Emergency Response Plan Standard, Flammable Liquids Safe Work Standard, WHMIS Standard, Building Fire Plans, Fire Retardant PPE, Fire Suppression System, Hot Work Procedure		
Fumes / Dust / Gas / Mists			Respiratory Protection, MSDS, Audio/Visual Alarms, Air Monitors, Signage, Safety Sunglasses, Housekeeping, Respiratory PPE Standard, Respiratory Protection Standard, Portable Gas Monitor Standard, Confined Space Entry Standard, Confined Space Transformer Vaults List, Dust Collection System, Gas Inspections Instrument Calibration Policy, HVAC system, H2S Monitoring Procedure, SCBA, Safe Handling of SF6 Procedure		
Heat / Cold			OH&S Publications /Codes of Practice, Appropriate Clothing, HVAC, Working in Hot and Cold Conditions Standard, OH&S Publication Working Under Hot Conditions and Cold Conditions Guidelines for Outside Workers, Proper Hydration, Wet Bulb Test		

Hazard	Identify the Specific Hazard Present	Initial Rating (H, M, L)	SaskPower's Requirements (examples: procedures, barriers, controls)	Contractor's Action to Control the Hazard	Mitigated Rating (H, M, L)
Human Factor Issues/Fatigue			SaskPower Harassment Policy, OH&S Publications/Codes of Practice, Bomb Threat Procedures/Guidelines, Security, EFAP, SaskPower Respectful Workplace Policy, SPC Drug and Alcohol Policy and Standard, Health and Wellness Policy, Fatigue Management Standard, Mobile Device Standard, Working Alone Standard, Workplace Violence Prevention Standard, Human Factor Issues Safe Work Procedures, Prevention and Survival Techniques, Security, Shiftwork Standard, Workplace Visitor Standard		
Mechanical (Charged Energy)			Audio/Visual Alarms, Standard Protection Code, Load Securement Standard, Motor Vehicle Safety Equipment Standard, Operation and Maintenance of Commercial Vehicles over 5000 Kg Standard, Load Handling (Hoisting) Policy, Operation of Powered Mobile Equipment Standard, , Vehicle Recovery Standard, Automated External Defibrillator Standard, Charged Energy Safe Work Procedure, Foot Protection Standard, Guards		
Noise			Hearing Conservation and Noise Control Standard, Hearing Protection Standard, Hearing Protection Devices		

Hazard	Identify the Specific Hazard Present	Initial Rating (H, M, L)	SaskPower's Requirements (examples: procedures, barriers, controls)	Contractor's Action to Control the Hazard	Mitigated Rating (H, M, L)
Radiation Energy			Appropriate Clothing, Safety Sunglasses, PPE, Sunblock		
Radioactive Substances			Radioactive Safe Work Procedures		
Sharp / Protruding Objects			Coveralls/smocks, Housekeeping, Emergency Response Plan Standard, Hand and Arm Protection Standard, Work Observation Standard, Chain Saw PPE		
Slips / Trips / Falls			Absorbent Pads/Grit, Signage, Housekeeping, Ice/Snow Removal, Emergency Response Standard, Mobile Device Standard, Work Observations Standard, Ice Grips		
Struck by Falling, Flying or Dropping Objects			Signage, Housekeeping, Head Protection Standard, Hand & Arm Protection Standard, Load Securement Standard, Load Handling (Hoisting) Policy, , Designated Signaller, Foot Protection Standard, Prescription Eyewear Standard, Equipment Standard Operating Procedures		
Traffic			Audio/Visual Alarms, High Visibility Clothing, Drug and Alcohol Policy and Standard, Motor Vehicle Safety Policy, Hi-Visibility Standard, Load Securement Standard, Mobile Device Standard, Operation and Maintenance of Vehicles over 5000 Kg, Load Handling (Hoisting) Policy,		

Hazard	Identify the Specific Hazard Present	Initial Rating (H, M, L)	SaskPower's Requirements (examples: procedures, barriers, controls)	Contractor's Action to Control the Hazard	Mitigated Rating (H, M, L)
			Operation of Powered Mobile Equipment Standard, Safe Driving Standard, Traffic Control Standard, Saskatchewan Highway Traffic Act, Flag Person, Pilot Vehicle, SaskPower Transportation – Code of Practice, Traffic Control Plans		
Working Near Water/Ice			Communication Equipment, Emergency Response Plan Standard, Working On, In, or near Water Standard, Working on Ice Standard, Automated External Defibrillator Standard, Ice Test, Personal Flotation Devices		
Workplace (Foreign Matter, Indoor Air Quality)			Audio/Visual Alarms, Brass Tools Confined Space Entry Procedures, Confined Space List, Emergency Ammonia Release Procedure, Procedure for Excavation of Cables by, Water/Vacuum Systems, Hot Work Procedures, HVAC, KSO Bulk Oil Breakers entry Procedure SRTD1, Material Safety Data Sheets (MSDS), PPE Appropriate Clothing, Re-entry and Clean-up of Fire Damage, Buildings Safe work Practice, PPE Electrical, PPE Respiratory Protection PPE Safety Glasses, PPE Self-Contained Breathing Apparatus, PPE Welding Clothing/Shield, Prescription Safety Eyewear, H2S Gas Monitor PPE Disposable Coveralls, Respirator Protection, Site Specific Emergency Response Plans, Ventilation Systems, Welding Safe work Procedure		

Contractor Signatures Required: (Print and Sign)	SaskPower Signatures Required: (Print and Sign)
Prepared for First Site Meeting by: Date:	
Reviewed with SaskPower Representative by: Date:	SaskPower Representative: Date:

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