

VERO ENERGY INC.

Section 2 - Responsibilities



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2.0 RESPONSIBILITY FOR HEALTH & SAFETY

2.1 PURPOSE

Why do we need to do this?

Employees and contractors at all levels of the organization must be aware of their individual health and safety responsibilities. Responsibilities shall be referred to in the New Employee Orientation, during in-house training and during performance reviews by appropriate management. Management should not only ensure that employees and contractors are aware of their responsibilities, but should also continuously reinforce performance requirements and motivate employees and contractors to become involved in the health and safety program.

Although specific responsibilities are identified in each element of the health and safety program, the following identifies the more general responsibilities for employees and contractors at all levels within Vero Energy Inc..

2.2 RESPONSIBILITIES

Who has to do this?

2.2.1 MANAGEMENT

Management shall promote health and safety by:

Routinely measuring employees and contractors performance to ensure that it meets the standards of the health and safety program;

Continuously demonstrating management's commitment to health and safety by attending safety meetings, planned inspections/tours of facilities, safety training sessions, by writing memos regarding health and safety and by participating in the development and implementation of health and safety issues;

Encouraging employees' and contractors' participation in health and safety issues;

Ensuring corrective actions are taken on hazards as well as health and safety concerns in a timely and appropriate manner when reported by employees and contractors through incident/accident reports, hazard reports, safety meetings, etc.;

Ensuring training needs are identified and met;

Ensuring the required resources and information are provided to all employees and contractors to maintain a safe and healthy work environment;

Communicating job hazards;

Staying informed of changes in equipment and procedural use of equipment;

Staying informed of changes in government regulations and industry standards;

Encouraging workers to make safety suggestions; and

Investigating all accidents and injuries to develop complete information as to cause and corrective measures.

2.2.2 EMPLOYEES AND CONTRACTORS

Employees and contractors shall cooperate with, and assist, management's health and safety efforts by:

Becoming familiar and complying with the company's safety requirements and responsibilities and asking questions when requirements are unclear;

Becoming actively involved in the development and maintenance of the safety program by providing feedback to management on program requirements.

Following safety requirements and rules as identified in this manual;

- ❖ Reporting all hazardous conditions and situations that cannot be immediately fixed to both fellow employees and contractors who may learn from or may be exposed to the hazard. Also reporting any hazards to management so that the hazard may be corrected;
- ❖ Refusing to perform work if, on reasonable and probable grounds, he or she believes there exists an imminent danger to him or herself or other person as identified in the Alberta Occupational Health and Safety Act, Section 35.
- ❖ Using the appropriate personal protective and safety equipment for the job;
- ❖ Inspecting equipment, tools and vehicles informally on a daily basis and correcting deficiencies as quickly as practical;
- ❖ Reporting accidents and near miss incidents as per the Accident Reporting procedure;
- ❖ Knowing the locations of and how to use emergency equipment; and
- ❖ Encourage co-workers to read safety publications.

2.2.3 VISITORS

Sign in immediately at Reception upon arrival at Vero Energy Inc.'s premises

Follow directions and instruction of the Vero Energy Inc. employee and remain escorted throughout visit. Adhere to all applicable legislated requirements and Vero Energy Inc. rules and procedures during visit. In case of emergency, follow the instructions of the Vero Energy Inc. employee to evacuate the premises.

2.3 STANDARDS

Where does it say we have to do this?

OHS Legislation: *Alberta OHS Act*

Section One – Defines Employer, Prime Contractor, Contractor, Worker and Supplier

Section Two – Describes responsibilities of employers, contractors, workers and suppliers.

Section Three – Imposes duties on Prime Contractors.

2.4 IMPLEMENTATION

How will we make sure this is put into place?

2.4.1 LEGISLATIVE COMPLIANCE

All employees and contractors must strive to ensure all municipal, provincial and federal government legislation applicable to the work is adhered to.

Although it is impossible to cover all parts of applicable legislation in this manual, the following does incorporate legislative requirements wherever possible.

Applicable legislation includes:

- ❖ Occupational Health and Safety (OH&S) Acts & Regulations in Alberta
- ❖ Alberta Energy & Utilities Board (EUB) Act and Regulations
- ❖ Traffic Safety Act
- ❖ Transportation of Dangerous Goods Act
- ❖ Workers' Compensation Act & Regulations

2.4.2 OCCUPATIONAL HEALTH & SAFETY ACT

Regarding General Safety

Every Employer shall ensure:

The health and safety of all persons engaged in the work of that employer; and
That all employees are aware of the duties and responsibilities under this Act, Regulations and adopted Code.

Every Worker shall:

Take reasonable care to protect the health and safety of him/herself and other workers; and
Cooperate with his/her employer for the purposes of protecting the health and safety of him/herself and other workers.

Regarding Accident Reporting

If an accident occurs that has the potential of causing a serious injury:

The Worker shall:

Immediately notify his/her employer of the accident.

The Employer shall:

- ❖ Notify Workplace Health & Safety in Alberta of the accident;
- ❖ Complete an accident investigation report (found in appendices) and prepare a report;
- ❖ Ensure a copy of the report is made available to the applicable agency; and
- ❖ Ensure that no person disturbs the scene of a serious accident until the agency has given approval.

Regarding Refusal To Perform Unsafe Work**No Worker shall:**

Carry out any work or operate any tool/equipment if, on reasonable grounds, he/she believes there exists, or that it will cause to exist, an imminent danger to that worker or any other worker.

Upon being notified the Employer shall:

Investigate and take action to eliminate the imminent danger;
Ensure that no other worker is assigned that work until the imminent danger has been eliminated;
Not discipline the worker who refused the work.

2.5 MONITORING***How will we check to see that this is carried out?***

Performance reviews for managers, supervisors, site representatives, workers and contractors will address health and safety responsibilities and success in meeting the standards expected.

2.6 REVIEW/FOLLOW UP***When will we review this component for continuous improvement?***

Standards and requirements for responsibilities will be reviewed as a part of the regular review of the Health and Safety Management System.

Standards and requirements for responsibilities will be reviewed whenever the applicable OHS Legislation is updated or changed.

The Responsibilities section of the Health and Safety Management System will be reviewed annually as part of the Basic Safety Program Audit protocol.