

# SaskPower Contractor Environmental Responsibilities

## PURPOSE

SaskPower's operations can have a significant influence on the local and surrounding environment; therefore, it is essential to ensure environmental considerations are part of all SaskPower's activities and operations. As a contractor for SaskPower, your environmental performance is vital to meeting our commitments to protect the environment and comply with environmental laws and regulations.

The purpose of this document is to inform you of your environmental responsibilities as a contractor. It will provide you with the current Health, Safety and Environment Policy (HSE), outline the expectations placed upon contractors and includes the Contractor Environmental Acknowledgement Form, **which shall be acknowledged, signed, and dated prior to commencement of any work.**

An environmental aspect is an activity, product or service that can interact with the environment; including water, air, land, habitat, fish & wildlife, human beings, and the natural processes that support them (e.g., drainage, wildfire). Barriers or controls can be implemented to prevent or mitigate the impacts of SaskPower operations on the natural environment. Contractors need to be aware of their responsibilities to control and mitigate impacts. Through our Environmental Management System (EMS), that conforms to ISO14001:2015, we define how our work impacts the environment, and identify opportunities to improve work practices and reduce impacts.

As a Contractor for SaskPower, it is your responsibility to communicate your environmental responsibilities to all site personnel engaged in carrying out the work or providing material to the job site, including subcontractors. It is possible that during the work, SaskPower may review the information in this document with you and your staff.

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## SASKPOWER'S HEALTH SAFETY AND ENVIRONMENT POLICY

SaskPower is committed to the health, safety and well-being of its employees, contractors and everyone exposed to our facilities, and the protection of the environment. We are all responsible for the health and safety of people and for protecting the environment.

### Our Beliefs

- Health, safety, and environmental protection are integral parts of every job.
- We can conduct our business without causing injuries and with minimal impact on the environment.
- Incidents are preventable.

### The Three Commitments of SaskPower's HSE Policy

1. Actively prevent safety and environmental incidents, injuries, and pollution.
2. Continually improve our safety and environmental performance.
3. Meet or exceed environmental occupational health, safety and environmental legislation and corporate commitments.

## COMPLIANCE

It is your responsibility as a Contractor to:

- know which laws, regulations, approvals or permits relate to your work, and
- comply with all applicable regulatory and legal requirements.

This document is **not** intended to contain detailed procedures to deal with all environmental issues in all situations.

Saskpower.com houses general environmental information such as SaskPower's Environmental Beneficial Management Practices, Environmental Protection Plans (EPP), Environmental Incident Reference Chart, etc. This information can be found by going to [saskpower.com](http://saskpower.com), clicking on 'about us', selecting 'supplier resources and corporate practices', and then selecting 'Environmental Resources'. Environmental expectations specific to the work you are doing should be specified in your contract and permits/authorizations obtained from regulatory authorities.

## ENVIRONMENTAL RESPONSIBILITIES INFORMATION FOR CONTRACTORS

When working on SaskPower projects, please review the guidelines outlined below for activities which may require additional project planning during the construction and maintenance of projects:

- Awareness and Competence
- Excavation, Erosion and Sediment Control
- Access Roads Construction
- Heritage Resources Protection

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- Working Around Water
- Wildlife, Rare Species and Habitat Protection
- Vegetation Management
- Spills and Releases
- Oil, Fuel, Chemicals Management and Control
- Wastewater Management
- Waste Management and Recycling

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## **AWARENESS AND COMPETENCE**

Contractors working on behalf SaskPower are expected to be:

- Competent to perform their work, and
- Aware of applicable environmental requirements.

Federal and provincial legislation governs environmental compliance and these compliance requirements may be included in operating permits and other authorizations.

Contractors shall also ensure that subcontractors are aware of their environmental responsibilities and are competent to perform their work.

Awareness and competence can be achieved through proper education, training, or experience.

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## **EXCAVATION, EROSION AND SEDIMENT CONTROL**

Construction activities can cause soil erosion and sedimentation. Damaged aquatic and terrestrial habitat, if left uncontrolled, can cause long term harm to the environment and death of fish.

The Contractor shall:

- Implement, inspect, and maintain appropriate erosion and sediment control measures for the term of the work.
- Ensure everyone work on site is aware of all environmental permit requirements associated with the work being done.

Any environmental incident that deviates from the approved requirements shall be reported to SaskPower.

**Environmental Aspects associated with this activity may include land disturbance, water, and biodiversity.**

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## ACCESS ROADS

A site access plan may be required to ensure that access route locations and construction will not impact waterways, wetlands, sensitive habitat, heritage sites or cultivated land, or introduce invasive species. Special permits or approvals may be required. Contractors will keep a photographic record of access roads (including water crossings) both before and after use to verify that there was no damage. All damage or environmental impacts will be remediated as soon as practical.

Vehicular access through wet areas (i.e., sloughs, wetlands, creeks, rivers) shall be done only under frozen or unsaturated/stable ground conditions where feasible.

Contractors must take all precautions to avoid the introduction of any invasive species and weed control and any clubroot mitigation requirements that is applicable to their job.

All environmental incidents involving an access road will be reported as soon as possible to SaskPower.

**Environmental Aspects associated with this activity may include land disturbance, water, and biodiversity.**

## HERITAGE RESOURCES

Heritage resources include sites and artefacts of value for their paleontological, archaeological, or historical importance or interest. The locations of known heritage resources will be identified, and appropriate protection measures described in the site-specific protection plan.

Should the Contractor discover additional sites or artefacts during any SaskPower work program, all activities in the immediate area of the discovery will cease until the proper authorities are notified and permission granted to proceed with the work. The Contractor will report any findings to the SaskPower Contract Owner, who will then contact the appropriate person(s) within SaskPower.

Any environmental incident that deviates from the approved requirements shall be reported to SaskPower.

**Environmental Aspects associated with this activity may include heritage resources.**

## WORKING AROUND WATER

Surface Water is defined as:

- water that is above the surface of land and in a river, stream, lake, creek, spring, ravine, coulee, canyon, lagoon, swamp, marsh or other watercourse

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or waterbody, whether the water is there permanently or intermittently.

All work, in or near surface water, that has the potential to change water quality or alter water flow, (i.e., dam and bridge maintenance and instream work) requires notification to and possibly authorization by the Ministry of the Environment, Water Security Agency, and/or Department of Fisheries and Oceans. The Contractor shall abide by all conditions of any permit/authorization/approval.

Any incident involving noncompliance with permit/authorization/approval conditions or releases to water will be reported immediately to SaskPower.

**Environmental Aspects associated with this activity may include land disturbance, water, waste management and biodiversity.**

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## WILDLIFE, RARE SPECIES, HABITAT

Where important wildlife species or sensitive habitats are encountered, noisy or disruptive activities will be scheduled to avoid sensitive wildlife periods. Habitat disruption will be minimized, if possible, through reduced clearing of areas and the preservation of habitat (such as nest trees). Site specific procedures will be described in the project specific protection plan. Protection measures for rare species will be described in project specific environmental protection plans.

Rare or Threatened species are protected at all times of the year. The SaskPower environmental representative will alert the contractor if any species at risk are likely to be on site.

Any incident involving wildlife, rare/threatened plant species, habitat or invasive species will be reported immediately to SaskPower.

**Environmental Aspects associated with this activity may include biodiversity.**

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## VEGETATION MANAGEMENT

The objective of vegetation management at SaskPower is to support the reliability and quality of electrical power supply while managing all connected environmental issues; including habitat protection, invasive species and weed control, clubroot control, management of slash and wildfire fuels, etc.

Contractors shall ensure that all vegetation management activities conform with:

- SaskPower's vegetation management policies, standards, procedures, beneficial management practices, guidelines, and supporting documents.
- All applicable provincial and federal legislation.
- International Society of Arboriculture certification standards.
- Wildfire Prevention and Protection Plans

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All vegetation management activities shall also conform to established industry Integrated Vegetation Management environmental practices.

**Environmental Aspects associated with this activity may include water, land disturbance and biodiversity.**

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## SPILLS AND RELEASES

As a SaskPower Contractor, you shall take measures to prevent pollution of land or waterways including the stormwater system. All regulated releases (200 L of gas, diesel, oil as well as releases to air etc. as per the Saskatchewan Environmental Code) shall be reported at the earliest possible opportunity to the Saskatchewan Spill Reporting Line at 1-800-667-7525.

**All spills and releases are to be reported to the SaskPower contact or, if after hours 306-566-6200.**

As a SaskPower Contractor, you shall notify your SaskPower contact of a spill or release at the earliest possible opportunity and submit the incident investigation results to your SaskPower Contract Owner.

### **Cleaning Up a Spill or Release**

The person or entity that causes a spill or release of non-hazardous or hazardous material into the environment is responsible to satisfactorily clean and, if necessary, remediate the affected area.

The Contractor is responsible for identifying a satisfactory level of clean-up in consultation with SaskPower Contract Owner and other relevant regulatory agencies. Additional reporting and clean up requirements may be required under the Saskatchewan Environmental Code Chapter B.1.1 Discharge and Discovery Reporting Chapter. Contact the SaskPower Contract Owner for more information in the event of a spill.

Waste material generated during spill clean-up activities shall be properly disposed of in accordance with federal and provincial requirements.

**Environmental Aspects associated with this activity may include air emissions, chemical and dangerous goods and water.**

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## OIL, FUEL AND CHEMICALS

In general, the management of fuels, lubricants and chemicals will be in accordance with federal and provincial legislation. The Contractor will provide the SaskPower Contract Owner a list of any petroleum products or chemicals that are to be brought to the site as well as copies of Safety Data Sheets (SDSs).

All oil, fuel or chemicals will be stored in secondary containment and 200 m away from any waterbody where feasible or as otherwise specified. Records specifying the nature and quantity of materials being stored will be maintained by the Contractor. This containment shall be appropriately labeled. An appropriate on-site spill containment and clean up kit shall be present at all times.

The refueling of equipment will be carried out in a manner which minimizes the possibility of spills. Where possible, do not fuel or service construction or mobile equipment within 100 m of a waterway. Where equipment is parked or during refueling, special precautions (i.e., drip trays) will be used to contain any spills.

**Environmental Aspects associated with this activity may include air emissions, biodiversity, chemical and dangerous good, waste management and water.**

## WASTEWATER MANAGEMENT

Wastewater is defined as any type of discharge from site including cooling water, groundwater from dewatering, sewage, and stormwater.

Wastewater shall be properly managed to prevent any potential adverse impact to the environment.

- Proper disposal of wastewater shall be employed to prevent a negative environmental impact via sedimentation in waterways or the introduction of contaminants into receiving bodies of water, including the sanitary/storm water system.
- The discharge of wastewater into the sanitary/storm water system or water bodies is regulated by several federal, provincial, and municipal laws or bylaws.

It is the contractor's responsibility to implement proper wastewater management practices and comply with all regulatory requirements.

All incidents involving wastewater shall be reported to the SaskPower Contract Owner and regulating authorities as required.

**Environmental Aspects associated with this activity may include biodiversity, chemical and dangerous goods, land disturbance, natural resource used, waste management and water.**

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## WASTE MANAGEMENT AND RECYCLING

It is SaskPower's policy to minimize waste and to responsibly manage wastes resulting from our activities. This includes recycling all materials that can be recycled. Do not store hazardous waste including fuels or oil in a manner which allows the hazardous material to enter the water (i.e., 200 m).

**Environmental Aspects associated with this activity may include chemical and dangerous goods, natural resource use and waste management.**



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## CONTRACTOR ENVIRONMENTAL ACKNOWLEDGEMENT

As a Contractor for SaskPower, your review and acknowledgement of this document is necessary prior to beginning work. The items in this checklist are in addition to any specific environmental requirements identified in the Tender/Contract document. Please complete this form by initialing each item in the checklist and then signing the acknowledgement at the bottom of the document. It is possible that during the contract work, SaskPower may review the information in this document with you and your personnel.

Initial	<p><b>Health, safety, and environment policy</b>            I acknowledge that I have been made aware of and will follow SaskPower’s Health Safety and Environment Policy. The policy includes the following commitments:            Actively prevent incident, injuries and pollution.            Continually improve our Environmental and Safety Management Systems and performance through setting and monitoring objectives.            Meet or exceed environmental occupational health and safety legislations and corporate commitments.</p>	
Initial	<p><b>Compliance</b>            I am aware of the environmental regulatory requirements applicable to the project. I understand the importance of compliance with environmental legislation, approvals, authorizations or permits, and the consequences of non-compliance.</p>	
Initial	<p><b>Awareness and competence</b>            I acknowledge that I am responsible for ensuring that environmental responsibilities contained in the Contractor Environmental Responsibilities Package are communicated to all on-site personnel including subcontractors.            I acknowledge that I am responsible for ensuring that all personnel working for this project are competent to perform the assigned work based on training, education and experience.</p>	
Initial	n/a	<p><b>Excavation, erosion and sediment control</b>            Recognized practices will be utilized that minimize erosion and prevent the movement of sediment into waterways and storm water infrastructure. Where one has been created, the Erosion and Sediment Control Report or Plan will be followed. Any required erosion and sediment control devices will be frequently inspected and maintained during the project, will be removed once the area has been stabilized against erosion and will be disposed of appropriately.</p>
Initial	n/a	<p><b>Access roads</b>            A site access plan may be required to ensure that access ways will not impact waterways, wetlands, sensitive habitat, heritage site, or cultivated land. Additional permits or approvals may be required. It is suggested to keep a photographic record of access roads (including water crossings) both before and after use to verify that there was no damage. All damage or environmental impacts will be remediated as soon as practical.</p>

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Initial	n/a	<p><b>Heritage resources</b></p> <p>Should the Contractor discover additional sites or artefacts during any SaskPower work program, all activities in the immediate area of the discovery will cease until the proper authorities are notified and permission granted to proceed with the work. The Contractor will report any findings to the SaskPower Contract Owner, who will then contact the appropriate person(s) within SaskPower.</p>
Initial	n/a	<p><b>Working around water</b></p> <p>All work, in or near waterways, that has the potential to deteriorate water quality or alter water flow, (i.e. dam and bridge maintenance and instream work) requires notification to and possible authorization by the federal or provincial government. The Contractor shall abide by all conditions of the approval and shall follow the guiding principles listed in this document to protect water resources.</p>
Initial	n/a	<p><b>Wildlife, rare species, and habitat</b></p> <p>Appropriate soil conservation and stockpiling practices will be implemented to prevent erosion, the loss of topsoil and spread of weeds and invasive species</p>
Initial	n/a	<p><b>Vegetation management</b></p> <p>The objective of vegetation management at SaskPower is to support the reliability and quality of electrical power supply while managing all connected environmental issues; including habitat protection, invasive species and weed control, clubroot, management of slash and wildfire fuels, etc.</p>
Initial	n/a	<p><b>Spill prevention</b></p> <p>Measures will be taken to prevent pollution of land or waterways, including the storm water system.</p>
Initial	n/a	<p><b>Oil, fuels and chemicals</b></p> <p>Contractor and subcontractor personnel will be present during fueling operations for the duration of the fueling process.</p> <p>Fueling or maintenance of equipment will not take place within 200 metres of waterways, including the storm water system or environmentally sensitive areas unless a written standard operating procedure is developed. Spill kits will be present on-site.</p>
Initial	n/a	<p><b>Waste Management and Recycling</b></p> <p>All waste materials generated from activities will be removed and disposed of in accordance with regulatory requirements and facility procedures.</p>

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I, \_\_\_\_\_, acknowledge that I have been made aware of these expectations, and I understand it is my responsibility to comply with them and communicate this information to all on-site personnel that are engaged in carrying out the work or providing material to the job site.

Contractor signature \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Date (YYYY-MM-DD) \_\_\_\_\_

Supplemental information (optional) – to be completed by the Contract Owner and Contractor if required. Special instructions were provided to the Contractor:     Yes     No

<b>Project Name:</b>	
<b>SaskPower Project Designate Name</b>	<b>Date (YYY-MM-DD)</b>
<b>SaskPower Project Designate Signature</b>	
<b>Contractor Designate Name</b>	<b>Date (YYY-MM-DD)</b>
<b>Contractor Designate Signature</b>	