

Contractor HSE Performance Report



Contract Title & No.:		Location/Area:	
Contract Manager:		Date (MM/YY):	
Contractor:		Subcontractor(s):	
Site Supervisor:		Site Supervisor's Contact #:	
Safety Advisor:		Safety Advisor's Contact #:	

HSE Performance Metrics					
Exposure Hours	Monthly #:		YTD #:		
Leading Indicators			Lagging Indicators		
	Monthly #	YTD #		Monthly #	YTD #
Near Misses			Fatalities		
Conditions Reported			Lost Time Injury		
Conditions Corrected			Medical Treatment		
Commendations			First Aid Injury		
Site Orientations			Occupational Illnesses		
Tailboard Safety Talks			Restricted Work Cases		
Health and Safety Meetings			Vehicle Incidents		
Workplace Inspections			Property and Equipment Damage		
			Security Incidents		
			Environmental Releases		
Injury Rates					
All Injury Frequency (AIF):			Lost Time Injury Frequency (LTIF):		

Regulatory		
Has your company been issued any convictions, citations, or work orders?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your company been subject to any regulatory visits or inspections?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Additional Comments: <i>Please provide details, including the regulatory agency involved and description of action taken.</i>		

INSTRUCTIONS

Contractors providing work or services to Nalcor are required to submit a completed HSE Performance Report on a monthly basis (including when only a portion of the month has been worked). The completed HSE Performance Report shall incorporate the performance metrics of subcontractors under the contractor's direction. This reporting requirement is applicable to work and services, including maintenance services such as janitorial, landscaping, snow removal, etc. Reporting is not required for consultants, visitors, delivery drivers, off site work or services, or servicing office equipment, such as photocopiers. Reports are to be submitted to the Contract Manager no later than the 7th business day of the following month. Each injury/illness should be categorized using the below definitions.

Exposure Hours – Exposure to injuries shall be measured by the total number of hours of employment (i.e. the actual straight time and actual overtime hours worked) of all employees, including contracted and subcontracted employees, for the reporting period.

LTIF (Lost Time Injury Frequency) Rate – A frequency rate based on the total number of Lost-Time Injuries or Illnesses, which occurred in the calendar year. $LTIF = \text{No. of LTI} \times 200,000$, divided by Exposure Hours.

AIF (All Injury Frequency) Rate – This is based on the total number of Fatalities and Lost-Time Injuries, plus the total number of Medical Treatment Injuries which occurred in a calendar year. $AIF = (\text{No. of fatalities} + \text{No. of LTI} + \text{No. of MT}) \times 200,000$, divided by Exposure Hours.

Leading Indicators

Near Miss – An incident that could have, but did not, result in unintended harm or damage to people, property, or the environment.

Conditions Reported – An observation reported of a substandard condition or practice (act) which if not corrected could lead to an injury or illness.

Conditions Corrected – An observation corrected for a reported substandard condition or practice (act).

Commendation – An observation where someone has been observed doing something to enhance, strengthen, or sustain safety and health. For instance, commending an employee for taking a proactive initiative in preventing a substandard condition or practice (act).

Site Orientations – an introduction to a workplace that guides a worker's adjustment to new surroundings, conducted prior to starting work. The Site Orientation shall include site specific information on the hazards and associated risks, expectations of control measures, additional health and safety requirements, site security, and any applicable Nalcor policies and procedures. The level of orientation will be dependent on the level of risk associated with the scope of work.

Tailboard Safety Talks – A tailboard safety talk is a communication tool used to review the identified hazards and controls associated with a job prior to starting work, and again when circumstances affecting the work change.

Health and Safety Meetings – a meeting set up to educate and promote health and safety among contractor employees. Health and Safety meetings refer to the Joint Health and Safety Committee meetings, where required, or general worker health and safety meetings where there is no Joint Health and Safety Committee required for the site.

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Workplace Inspections – Formal workplace inspections conducted for regular examination of the workplace to recognize and evaluate existing and potential hazards and recommend corrective action. Workplace inspections are regularly scheduled and are formally documented with the use of a checklist and a report that includes recommendations for corrective actions.

Lagging Indicators

Fatality – a death resulting from an injury/illness regardless of time intervening between injury/illness and death will be reported but no days will be charged to the event.

Lost-Time Injury (LTI) – An injury/illness resulting in Lost Days beyond the date of injury as a direct result of an occupational injury/illness incident. WHSCC forms are required.

Medical Treatment (MT) – A classification of occupational Injury/Illness for medical treatment, beyond First Aid Injury, where there has been no Lost Days (i.e. able to return to work for the next scheduled shift). The following are not considered Medical Treatment Injuries:

- Visit(s) to a health care provider limited to observation or counseling or prescribed Restricted Work;
- Diagnostic procedures (e.g. X-rays, blood tests), including the use of prescription medications solely for diagnostic purposes (e.g. eye drops to dilate pupils).

First Aid Injury – An occupational Injury/Illness that requires first aid treatment only and does not result in loss of time from work. First Aid Injuries include:

- a) Use of non-prescription medications at a non-prescription strength, including antiseptics;
- b) Administration of tetanus or diphtheria shot(s) or booster(s). Other immunizations such as Hepatitis B vaccine or rabies vaccine related to an injury are considered medical treatment;
- c) Cleaning, flushing or soaking wounds on skin surface;
- d) Use of wound coverings such as bandages including liquid bandages, gauze pads, steristrips or butterfly bandages, etc. Wound closing devices such as staples, sutures and skin glue are considered medical treatment;
- e) Use of any hot/cold therapy (e.g., compresses, soaking, whirlpools, non-prescription skin creams / lotions for local relief, etc.);
- f) Use of any totally non-rigid, non-immobilization means of support (e.g. elastic bandages, wraps);
- g) Use of temporary immobilization devices while transporting an accident victim;
- h) Use of eye patches;
- i) Removal of foreign bodies not embedded in the eye if only irrigation or removal with a cotton swab is required;
- j) Removal of splinters or foreign material from areas other than eyes by irrigation, tweezers, cotton swabs or other simple means;
- k) Use of finger guards;
- l) Use of massages;
- m) Drinking of fluids for relief of heat stress; and
- n) Preserving warmth for relief of cold stress.

Occupational Illness – any illness, that is not recorded as a Fatality, Lost Time Injury, Medical Treatment Injury, or Restricted Work Incident but has been medically diagnosed and determined to be work-related and the cause is a verified trauma or workplace exposure that has extended to be within the current reporting period. Illness examples include hearing loss or respiratory disease.

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Restricted Work – When an employee, due to a work-related injury/illness, is medically determined to be unable to perform one or more routine functions or unable to work the normal time period of their pre-injury/illness work day, they are working in a “restricted” capacity. Routine functions are the work activities that employee regularly performs at least once a week.

Vehicle Incidents – any event involving vehicles licensed for highway use which include owned, leased and rented vehicle driven for business.

Property and Equipment Damage – an incident resulting in the damage or loss of property (e.g. equipment, vehicles, infrastructure, etc.).

Security Incidents – an event that adversely impacts, or has the potential to adversely impact, the business, worksite, and/or individuals at the worksite. Security incidents include:

- Information Security - intrusion by individuals (both external and internal) for theft of information (proprietary, personal, etc.); attacks on the confidentiality, integrity, or accessibility of corporate data; viruses, malware, hackers; unauthorized use of systems leaving the company vulnerable to legal sanctions; theft of time, data or resources by employees using computer systems for excessive personal use.
- Personnel Security - workplace violence and threats on personal safety; theft of tools, equipment, supplies required to do the task/job safely; theft of personal information; and employee travel security issues.
- Physical Security - breach of site security; theft of property (vehicles, equipment, tools, materials); vandalism or sabotage; trespassing; activism; terrorism.
- Industrial Control System Security - intrusion by individuals (both external and internal) for sabotage, stealing control, creating mischief, or theft of data

Environmental Release – Reportable Controlled Substance Spills to the authority having jurisdiction (e.g. >70L hydraulic oil spilled) and Regulatory Non-Conformances.

Controlled Substance Spill Reportable - Spills that are reportable to government/external agency. This includes the following spills:

- A spill or leak greater than 70 litres; or
- A spill or leak, regardless of quantity, that has the potential to contaminate nearby property or enter a water body or sewer; or
- A spill or leak of PCB material or potential thereof, in excess of 1 gram from electrical equipment in use; or
- A spill or leak of PCB material or potential thereof, at a concentration of 2 mg/kg or more for liquids and 50 mg/kg or more for solids from all other sources including cables, and electrical equipment or materials not in use.

Regulatory Non-Conformance - Not complying with environmental legislation such as acts, regulations, or government agreements, permits or approvals. Some examples include a failure to report a reportable spill, working in a water body without receiving appropriate government approvals, not implementing a condition of such approvals, destruction of protected rare plants, and containers with missing WHMIS labels.