



**PRAMP Board Meeting
April 20, 2022**

Item 4A: Proposed Policy Review for June 2022

Decision Requested: Board support for the Proposed Process for Policy Updates and Additions

Background

PRAMP has updated and added to its policies from time to time since 2016. With PRAMP assuming operations of the air monitoring at the Peace River Complex, staff has determined that additional policies and procedures should be established.

In addition, in the Fall 2020, the Board deferred a review of the PRAMP Terms of Reference and the PRAMP Structure Policy until the conclusion of Strategic Planning

Proposed Actions

1. Health and Safety Policy

This new policy has been reviewed by PRAMP legal counsel. The Health and Safety Policy identifies the overarching expectations and commitments to protect staff, contractors, suppliers and the public. See Item 4B on the Board Agenda.

2. New Policy Elements for June Board Meeting Review

Staff is proposing that expectations for the following matters be set out in new policies or added to existing policies. With the support of the Board, Staff will draft new policies or amend existing policies for review at the June 2022 Board meeting.

a. Alcohol and Drug Use

- Requirement to be fit for duty
- Workers must not use or be under the influence of alcohol or drugs while at a PRAMP worksite

b. Working Alone

- Establish a regular means of communication with supervisor or designate if working alone

c. Emergency Response Plan

- Establish steps to be taken in an emergency

d. Conflict of Interest

- Include non-solicitation

e. Accepting Gifts and Entertainment



- Establish dollar value limit for gifts or entertainment that workers can accept from clients or service providers for PRAMP
 - f. *Confidentiality of Information for Organizations where PRAMP provides services*
 - Expand Confidentiality Policy to maintain confidentiality for organizations where PRAMP provides services
3. Review of PRAMP Terms of Reference and Structure Policy

At a November 2020 meeting, the Board decided to review the Terms of Reference and Structure Policy following a Strategic Planning process. The Strategic Planning process concluded in 2021 and resulted in revised goals.

PRAMP administration will work with the Executive to update the Terms of Reference and Structure Policy to reflect the Strategic Planning outcomes, and will bring draft revisions to the June Board meeting.

4. New Procedures

Procedures or work instructions describe detailed steps to complete key tasks. They are intended to provide clear expectations to workers so that tasks can be completed accurately and consistently. Procedures will be developed and amended as needed by staff. For the Board's information, procedures that will be developed by staff to meet the expectations for working on the Peace River Complex site include the following:

- a. *Emergency Response Plan Procedures*
- b. *Hazard Assessment*
- c. *Passive Sensor Change Out Procedures*
- d. *Transportation of Injured Worker and Evacuation Plan*