



1.0 BACKGROUND

1.1 VISION & MISSION

Vision:

The Peace River Area will have air free of emissions and odours from heavy oil and bitumen operations that affect human health.

Mission:

The Peace River Area will have an air quality monitoring program that provides credible and comprehensive data to permit the identification and appropriate response to odour and emissions from heavy oil and bitumen production operations.

1.2 HISTORY AND BACKGROUND

Oil and gas development in and around Alberta communities has been on-going for decades. Communities and companies learn to work and live together, and to be successful, it is a process that takes time and effort from many people. In the Peace River area, communication and collaboration among residents, companies, local municipalities, the Alberta Energy Regulator and the provincial government is continuing to evolve and grow. The Peace River Area Monitoring Program (PRAMP) Committee is one more collaborative step to address the interests of the community, the industry operators and the citizens of Alberta.

Oil in the Peace River area is considered heavy oil, and the primary process technique used to extract this heavy oil in the Peace River area is through cold heavy oil production with sand (CHOPs). In CHOPs operations, oil, gas, water and sand are produced from an underground reservoir. The oil is separated in heated production tanks before being transported by truck. Production has increased about 20% each year from 2003 to 2013.

Beginning in 2009, complaints from residents about odours in the area began to increase. The complaints were investigated, studies were launched and at the same time residents, the regulator, industry and government representatives began working together to assess and address the concerns. Area operators set up two continuous air monitoring trailers near residences. A committee that included residents, companies, the regulator and government representatives was established to provide input to the air monitoring and assess the results.

In July 2013, the Alberta Energy Regulator (AER) initiated a proceeding to address odours and emissions in the Peace River area. After information gathering and an oral proceeding in Peace River, the AER issued a report and began to implement a series of recommendations in April 2014.

The PRAMP Committee was launched in January 2015 to build on the existing monitoring program and to address the AER recommendations for air monitoring and modelling in the Peace River area. The Peace River area includes Three Creeks, Seal Lake, Walrus and Reno as shown on the following map.

The Committee has members from the community, industry and government and works on a consensus basis. The PRAMP Committee was designated an Airshed in 2017 by the Alberta Airsheds Council. Up to the Fall of 2016, the operators in the



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area funded the air monitoring and the PRAMP Committee. As of October 1, 2016, the monitoring and the PRAMP Committee is funded by the Oil Sands Monitoring program through a contract with Alberta Environment and Parks. The monitoring is focused on hydrocarbon odours and emissions, and also includes one station that provides information about the Air Quality Health Index (AQHI). Approximately eight meetings are held each year, generally by videoconference, with occasional working sessions in Peace River.

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1.3 PRAMP BOUNDARIES

From time to time, the PRAMP Board of Directors may review the Airshed boundaries. The current boundaries are shown on Schedule A attached.

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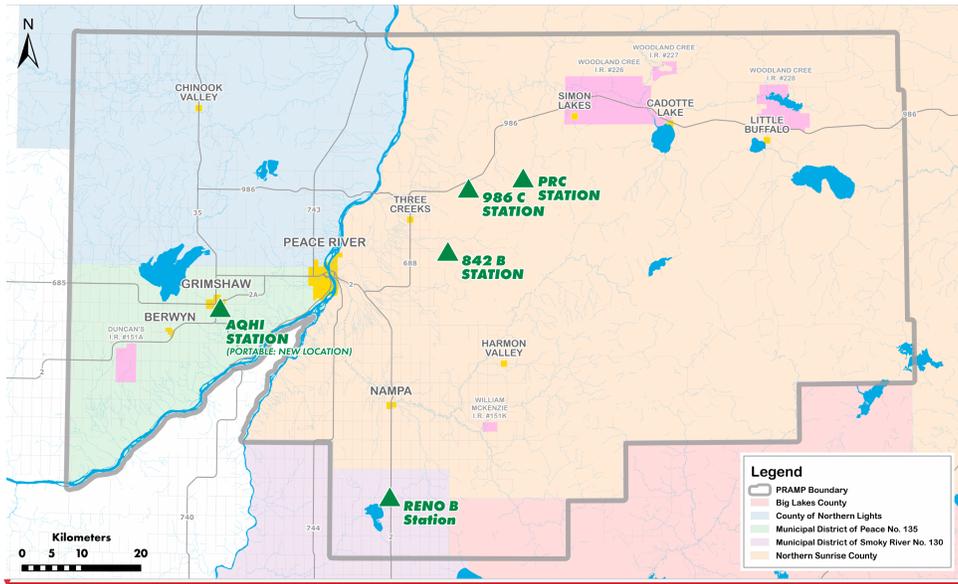


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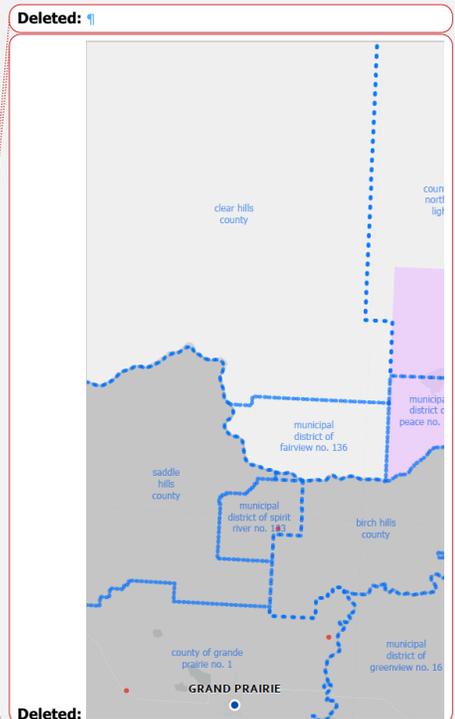
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Schedule A: PRAMP Boundaries

In 2020, the PRAMP Board of Directors approved a change in the Airshed boundaries. The PRAMP Airshed boundary now includes Three Creeks, Reno, Seal, and Walrus as well as additional areas, as depicted in the figure below:



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NEW POLICY

1.5 STRATEGIC PLANNING

The PRAMP Committee will establish an ongoing strategic planning process by which it translates its mission and vision into actionable and measurable goals, strategies, and initiatives. The plan will provide direction for both long and short-term decision-making by the Board of Directors and the administration. The strategic planning process provides opportunity for participatory leadership through stakeholder involvement to articulate the overall strategic direction.

1.5.1 BACKGROUND

A Terms of Reference set the foundation for the launch of the PRAMP Committee in 2016. The Terms of Reference included Goals and Strategies to respond to the Alberta Energy Regulators' recommendations from its proceeding on Odours and Emissions in the Peace River Area. The Terms of Reference was updated by the PRAMP Board of Directors in 2019 and is included as Attachment 1.

In 2021, the Board of Directors and administration developed and implemented a strategic planning process that included an on-line survey, meetings with stakeholders and multiple planning sessions with the PRAMP Committee. Outcomes from the process included a review of outcomes achieved from the existing goals and updates to the Goals and Strategies for 2021-2023. The new Goals and Strategies are included as Attachment 2.

1.5.2 EXPECTATIONS

The PRAMP Committee values stakeholder involvement and will consult with stakeholders in the development and monitoring of its strategic plan.

Plans should be flexible and respond to emerging needs and information.

Administration will develop an Operating Plan in alignment with the Strategic Plan and will regularly report on progress and results to the Board of Directors.

Attachment 1: PRAMP Terms of Reference (October 2019)

Attachment 2: PRAMP Goals and Strategies (June 2021)



Attachment 1: PRAMP Terms of Reference (October 2019)



Attachment 2: Goals and Strategies 2021-2023 (June 2021)

PRAMP Goals and Strategies

Approved by the Board June 24, 2021

Goal	
1. Evidence-driven verification that air quality in the Peace River area is at acceptable levels and that emissions are being minimized	
Strategies	Timing
1.1 Conduct a Monitoring Network Assessment that includes: <ul style="list-style-type: none"> ○ the level of monitoring appropriate for heavy oil production in light of current conditions (air quality data, conservation levels) ○ changes appropriate for the network if the two Mercer stations, the PRC station and passive monitors are added to the PRAMP network 	Q4 2021 to Q1 2022 <i>(depending on budget availability)</i>
1.2 Assess results of the Network Assessment and implement changes as determined by the Board	2022
1.3 Assess the costs and benefits for PRAMP, Mercer and the community if PRAMP were to assume operation of the Mercer air monitoring network	Q4 2021
1.4 Determine whether the two Mercer stations will be incorporated into the PRAMP network	Q1 2022
1.5 Maintain operation of all PRAMP air monitoring stations to achieve the objectives of the OSM contract and in compliance with the Air Monitoring Directive unless or until a change in the network is decided by the Board and informed the Network Assessment	On-going
1.6 Data reporting meets or exceeds provincial requirements and regulatory compliance commitments	On-going
1.7 Data is analyzed to confirm that results do not exceed Alberta Ambient Air Quality Objectives and Guidelines and Canadian Ambient Air Quality Standards where applicable	
Actions	
<i>To be determined after Goals and Strategies are confirmed</i>	
Goal	
2. Residents and stakeholders have timely access to air quality data and information in a manner that is readily understood	
Strategies	Timing
2.1 Engage stakeholders to identify areas for improvement with PRAMP communications (website, newsletter, social media)	Q1 2022
2.2 Develop an Indigenous Outreach Plan	Q4 2021
2.3 Micro-sensors, passive monitors and other low cost monitors are deployed to address community concerns and to assess viability of lower cost monitoring	On-going
2.4 Deliver timely, relevant and accessible air quality data so that residents can make informed choices in support of human health and the environment	On-going
Actions	
<i>To be determined after Goals and Strategies are confirmed</i>	
Goal	
3. Educators, community groups and citizens can access resources to increase understanding of and promote healthy air quality	



Strategies	Timing
3.1 Develop and implement audience-specific approaches to improve air quality literacy in the Peace River area	On-going
3.2 Establish and maintain relationships with educators, community groups, municipalities, Indigenous communities and environmental groups in order to raise awareness about air quality, understand any air quality concerns and foster partnerships to achieve mutual	On-going
Actions	
<i>To be determined after Goals and Strategies are confirmed</i>	
Goal	
4. Recognized as an independent not-for-profit organization and Airshed that is focused on continuous improvement and responsible leadership in air quality monitoring	
Strategies	Timing
4.1 Develop a consolidated Operating Plan that includes Oil Sands Monitoring requirements, any other monitoring, outreach and governance initiatives	Q4 2021
4.2 Engage with and support the Alberta Airsheds Council to leverage shared communication resources, promote air monitoring excellence and advance the effectiveness and efficiency of PRAMP and other Airsheds	On-going
Actions	
<i>To be determined after Goals and Strategies are confirmed</i>	

PRAMP Goal Results Summary

LOOKING BACK

(Based on stakeholder input and discussion at March 24, 2021 and April 21, 2021 PRAMP meeting)

Goals	Outcomes March 2021
<p>1. Assist in verifying that air quality is improving, and odours are being minimized as a result of operational and regulatory improvements.</p> <p>Continuous ambient monitoring results for total hydrocarbon, non-methane hydrocarbon and sulphur compounds will be analyzed to determine trends over time. Odour complaints will be correlated to monitoring results to verify that operational and regulatory improvements are effective.</p>	<ul style="list-style-type: none"> ▪ Science-based data from the 4 air monitoring stations and the decline in odour complaints indicates that this goal is being achieved.
<p>2. Operate transparently and give residents and stakeholders timely access to data and information in a manner that is readily understood.</p> <p>PRAMP's operation will be transparent to the members and the public. A communication plan will</p>	<ul style="list-style-type: none"> ▪ Daily reports and website information meet residents and stakeholders needs for timely and credible data.



<p>be developed to provide real-time access to monitoring data on a website. Regular, readily understood summaries of monitoring results from Goal #1, 3 and 4 will also be provided.</p>	
<p>3. Demonstrate that operators have effective control mechanisms.</p> <p>The ambient monitoring results and odour complaints will be analyzed to determine if source control mechanisms for emissions result in improved air quality (see Goal #1 above). Results of AER odour inspection sweeps of facilities will be reported.</p>	<ul style="list-style-type: none"> ▪ The air quality monitoring results indicate effective controls have been implemented by operators in the area. ▪ Air quality indicators have improved significantly between 2010 and 2021 and have been relatively stable from mid-2014 onwards. This timeframe coincides with Directive 84 requirements for industry to reduce venting and transition to conservation.
<p>4. Verify that air quality is at acceptable levels and that emissions residents are exposed to are below toxic thresholds.</p> <p>Canister sampling for volatile organic compounds and reduced sulphur compound concentrations will be compared to health exposure thresholds defined by Alberta Health. Alberta Health will review relevant information available from other jurisdictions and recommend suitable health exposure thresholds. PRAMP will compare measured compound concentrations to the recommended exposure thresholds to provide an indicator of what compounds are a potential health concern. Odour thresholds from the Proceeding and the Stantec report will also be compared to measurements.</p>	<ul style="list-style-type: none"> ▪ As a result of data from PRAMP triggered canisters, Alberta Health has been able to confirm that samples do not exceed health exposure thresholds. More fulsome analysis from Alberta Health is in progress. ▪ Canister data is valuable for people in the Peace River area and for people in other parts of the province experiencing similar thresholds and emissions.
<p>5. Maintain its status as an independent Not-for-Profit Organization and Airshed that is focused on continuous improvement and responsible growth.</p> <p>Based on the outcome of Goals 1, 3 and 4, PRAMP may modify the monitoring network and the canister sampling/analysis program, recommend additional studies for specific compounds, and/or recommend further emission source controls.</p>	<ul style="list-style-type: none"> ▪ The strategic planning initiative is an indication that PRAMP is focused on continuous improvement and responsible growth.



2.0 STRUCTURE

2.1 ORGANIZATIONAL CHART

The following figure illustrates the organizational structure of PRAMP as of ~~November 2020~~:

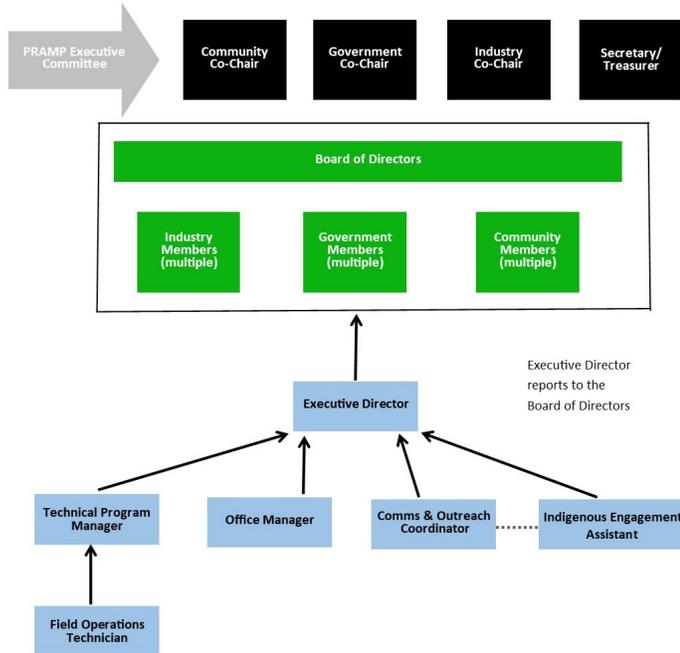


Figure 1: PRAMP Organizational Structure (November 2020)

Each of the Industry, Government, and Community Member groups should have representation on the Board, and each should constitute no more than one-half of the Board. Directors serve for a two-year term. Members may sit as Directors for consecutive terms, with no limit.

2.2 EXPECTATIONS OF THE EXECUTIVE DIRECTOR

The Executive Director will work closely with the Board of Directors to achieve organizational objectives. Responsibilities of the Executive Director include three key components as described below. Responsibilities may change from time to time through discussion with the Board of Directors.

Organizational Leadership - Oversee the day-to-day operations of the organization, including:



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- Develop and implement strategies and tactics to ensure all PRAMP commitments are met
- Oversee all contracts and contractors; assist the Board with recruiting contractors and suppliers
- Ensure performance evaluations are conducted for all contractors
- Oversee record keeping, including the financial control system

Strategic Leadership – Develop and implement approaches to meet the long-term goals and objectives including:

- Maintain collaborative working relationships with related organizations, stakeholders, partners and community groups to ensure PRAMP’s interests are known and understood, and to maintain knowledge of air quality concerns and air quality management developments
- Develop and maintain a 3-year operating plan; provide regular progress reports to the Board
- Represent PRAMP’s interests with all levels of government and the Alberta Airsheds Council
- Plan for emerging issues and continuous improvement

Communications, Education and Outreach – Oversee communication and engagement with the community, the Board of Directors, all levels of government and the media, including:

- Develop, implement and oversee a vibrant and innovative communications, outreach and engagement program
- Oversee the development of PRAMP’s newsletters, website content, social media and PRAMP’s involvement in community events
- Represent PRAMP at meetings, conferences and Airshed events as agreed with the Board of Directors

2.3. EXPECTATIONS OF THE BOARD OF DIRECTORS

The Board of Directors’ role is to provide direction and leadership, to respond to direction from its membership, to encourage communication to and among its members, and to elicit and encourage the contribution of all PRAMP Board and members. The Board makes clear distinction between its governing role and that of policy implementation and administrative functions as fulfilled by Contractors and Committees.

Each Director of the Board is a representative of the Society and shall act in the best interest of the Society at all times. The best interest of the Society includes the right and obligation of each Director to represent and act in the interest of their member organization and its stakeholders.

Each Director of the Board, in representing their organization's stakeholders, is also a representative of the Society and in the best interest of the latter shall:

- i. Actively listen and bring forward those views and concerns of their stakeholders that directly relate to the objectives and goals of the Society;
- ii. Actively keep their stakeholders informed of the activities of the Society;
- iii. Act in the best interest of their stakeholders.

In addition, all Board Directors shall:

- Provide input into PRAMP Committee’s strategic direction, Bylaws, policies and budget and participate in regular planning processes.



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- Ensure that the Board has proper Bylaws and policies; understand and apply them and other relevant legislation.
- Understand and support PRAMP Committee’s goal of the Society.
- Attend and actively participate in all required meetings of the Board and Committees.
- Speak with one voice—Board members may debate alternatives in the Boardroom; however, once a decision has been made, whether or not an individual Board Member is in agreement, s/he should respect and not speak against the Board decision to the greatest extent possible.
- Sit on the Society’s Committees or Working Groups as required.
- Acknowledge that they may be released at the end of the elected term, by resigning, or according to the PRAMP Bylaws.

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2.4 EXPECTATIONS OF PRAMP EXECUTIVE COMMITTEE

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Officers of the Board oversee and direct the major aspects of the organization's operations. Board Officers, including Co-Chairs, Secretary and Treasurer, fill specific leadership roles.

Co-Chairs Provide leadership to the Board of Directors.

Makes sure the Board adheres to its Bylaws and Policies.

Chair meetings of the Board. The responsibility of Chairing meetings will be on a rotational basis.

Encourage Board member participation, including preparation of pre-meeting materials, completion of assigned responsibilities, and orientation of new Board members.

Keep the Board’s discussion on topics by summarizing issues.

Keep the Board’s activities focused on the Society’s goal.

Chair meetings of the Executive Committee as required.

Act as a signing officer for cheques and other documents.

Speak to the media and the community on behalf of the Society; represent the Society in the community.

Provide a monitoring function for contractors to do the following:

- Prepare the Board’s agenda
- Ensure appropriate committees are established; determine whether Executive Committee meetings are necessary and convene the Committee accordingly.

Orient the new Co-Chair(s).

Secretary Serve on the Executive Committee.

Act as a signing officer for cheques and other documents.

Provide a monitoring function for contractors to do the following:

- Keep copies of the PRAMP Bylaws and policy documents, providing copies to new Board Members.

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- Keep lists of Executive Committee and Board Members.
- Notify Board Members of meetings.
- Keep record of meeting attendance.
- Make sure there is quorum at meetings.
- Record all motions and decisions of meetings.
- File the annual return, amendments to the Bylaws and other incorporating documents with the Corporate Registry.
- Make sure members are notified of General Meetings.

Orient the new Secretary.

Treasurer Serve on the Executive Committee.

Act as a signing officer for cheques and other documents.

Provide a monitoring function for contractors to do the following:

- Keep accurate accounts of receipts and disbursements.
- Make sure all necessary financial reports are filed.
- Oversees the Board's review of, and action related to, the Board's financial responsibilities.
- Ensure appropriate financial reports are made available to the Board.
- Ensure that year-end audit or review is conducted in agreement with PRAMP Committee's Bylaws.

Present audit of Financial Statements at the Annual General Meeting.

Spearhead the budget process.

Orient the new Treasurer.

2.5 PRAMP COMMITTEE AND WORKING GROUP GUIDELINES

In order to ensure the PRAMP Committee and Working Groups are operated effectively and efficiently, the following general guidelines are to be followed:

- **Working Group Chair:** Working Group Chairs will be delegated by the Board of Directors. The Chair will report to the PRAMP Board all recommendations of the Working Group.
- **Time Management:** Meeting Chairs will ensure that meetings start and end on time, and they will keep the discussion focused through the use of an agenda. All members must show up prepared for the meetings, reading required materials ahead of time and completing previously assigned tasks.
- **Active Participation:** All members will voice their viewpoints and represent the interest of their respective stakeholders. Members need to be committed to the overall objectives of the organization, not their individual agendas.
- **Diversity & Inclusion:** Members need to respect diverse viewpoints and encourage others to share their perspectives with respect to relevant issues.
- **Celebration of Achievements:** Members will have the opportunity to acknowledge contributions during meetings. The Chair will also ensure that the Committee and Working Groups' progress is evaluated periodically.



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3.11 CONFIDENTIALITY

3.11.1 INTRODUCTION

Members of the Society shall not disclose or discuss with another person or entity, or use for their own purpose, confidential information concerning the business and affairs of the Committee received in their capacity as board directors, workers, or as meeting participants unless otherwise authorized by the board.

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3.11.2 EXPECTATIONS

PRAMP desires to be transparent and generally supports Directors of the Board, workers, Committee and Working Group members sharing PRAMP decisions, actions, communication plans and materials. However, to allow Directors and Committee members the opportunity to explore the perspectives of their organizations or within their sectors as needed, some internal communications materials will be deemed confidential and should not be shared with external sources. Examples include the following:

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- Briefing notices and related key messages developed in anticipation of an issue arising
- Technical working group minutes and action lists
- Any document marked confidential or draft (e.g. meeting minutes), unless being shared within the Board for purposes of Board approval.

PRAMP workers, Directors and meeting participants may also learn or gain access to information which is confidential and proprietary to another organization or company. Such information must be maintained in strict confidence and only disclosed when authorized by the organization or company, or legally mandated.

PRAMP workers and Directors will comply with expectations for confidentiality noted in agreements between PRAMP and other organizations.



3.13 CONFLICT OF INTEREST AND NON-SOLICITATION - NEW

The purpose of this policy is to provide general direction so that PRAMP Directors and workers can avoid actual or potential conflicts of interest. Workers and Directors are expected to act in the best interests of PRAMP while performing services for PRAMP.

3.13.1 EXPECTATIONS

Conflict of Interest

A **Conflict of Interest** is a situation in which an individual (who has multiple interests, financial or otherwise), in serving one of their personal interests could mean they are working against the interests of PRAMP. This relates to situations in which the personal interest of an individual might adversely affect their duties to make decisions for the benefit of PRAMP.

It would be deemed as a conflict to the interest of PRAMP when conditions that include but not limited to the following are present:

- A worker is actively marketing their own business (where the business is unrelated to the business of PRAMP) while in the process of fulfilling their contractual obligations to PRAMP.
- Taking actions that negatively impact PRAMP's reputation, reputation with stakeholders and/or reputation in the communities which it operates.
- An actual or potential conflict of interest may occur when a worker or Directors is in a position to influence a decision that may result in a personal gain for that worker or for a relative, or when a worker acts against the interest of PRAMP, including violations of confidentiality.

Any worker, subject to regulations or code of conduct governing their profession, shall comply with the requirements of this policy as well as those of their professional governing body in all matters and areas of conflicts of interest.

When workers have questions concerning a possible conflict of interest, they should request advice from the PRAMP Executive Director or a Board of Directors Chair.

Board Directors are expected to self-disclose any potential conflicts of interest prior to participating in a Board or Working Group decision.

Gifts and Entertainment

PRAMP workers and Directors should not accept gifts or entertainment or other benefits or favour from a third party if it is more than nominal value and might influence, or appear to influence, the worker or Director's judgement in acting in the best interests of PRAMP while performing services for PRAMP. Personal judgement is always required when considering the appropriateness of gifts, benefits or favours. One should consider the context in which it is being offered, whether there is an explicit or implied expectation of favour in return, and the value of the item.

Non-Solicitation

Non-solicitation refers to an agreement between PRAMP and its contractors that prohibits workers from directly soliciting PRAMP's contacts for personal gain.





The preservation of PRAMP's relationships and its goodwill are proprietary rights PRAMP is entitled to protect. While providing services for PRAMP, a worker may learn the identity and contact information for PRAMP stakeholders and that, absent their worker relationship at PRAMP, the worker may not otherwise provide services to.

PRAMP expects workers not to exploit their relationship with PRAMP for personal gain. Workers will not solicit business from any contacts they make while delivering services for PRAMP. Solicitation may include and is not limited to:

- Directly or indirectly persuading or offering to provide services through their own company (for workers who operate their own company that offer services different from PRAMP).
- Making themselves available to render services to a PRAMP contact, either in general or on a timelier basis, at or for one's own practice outside of PRAMP, but not making oneself adequately available to render services for PRAMP.





4.0 HEALTH, SAFETY AND ENVIRONMENT

4.1 HEALTH AND SAFETY

Our Joint Commitment to Safety:

PRAMP is committed to a health and safety program that protects our staff, contractors, 3rd party contractors, suppliers, and service providers (collectively 'Workers'), who enter onto sites owned or operated by PRAMP, or where PRAMP is providing services such as education and outreach (e.g., Air Quality Monitoring stations, schools, libraries), and the general public.

Workers at every level are accountable to PRAMP for their efforts to create and maintain safety across all of our operations, and are responsible for PRAMP's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that PRAMP expects.

What We Consider Excellence:

Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all Workers and the public. Our goal is a healthy, injury-free workplace for all. To achieve this, we:

- Value and respect the various communities and stakeholders we interact with;
- Do not accept actions or words that are dangerous or harmful to ourselves or others; and
- Do not allow or promote intolerance and unequal treatment of any kind.

By working together, we can achieve health and safety excellence.

Our Commitments to Each Other:

PRAMP will ensure:

- the health, safety and welfare of Workers or other persons at or near the work site who may be affected by hazards originating from the work site.
- that health and safety information including hazards (**physical, chemical and biological**), controls, work practices, work procedures, and the Occupational Health and Safety (OHS) Act, Regulations and Code are readily available at the work site.
- that all work sites, including buildings, infrastructure, and premises, are maintained in a manner that does not endanger the health and safety of any person.
- that Workers are aware of their OHS rights and duties.
- that Workers are not subjected to, and do not participate in, harassment or violence at the work site.
- that Workers are competent and familiar with the OHS Act, Regulations, and Code, or are working under the supervision of someone who is.
- workers are aware of who to contact with any health and safety concerns.



PRAMP Policy Binder: 5.1. *Health and Safety*
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- that they consult and cooperate with the Health and Safety Committee.
- that health and safety concerns are reviewed by a senior officer of PRAMP and resolved in a timely manner.
- that Workers have input into the health and safety procedures in place.
- where prime contractors are required, the prime contractors are advised of the PRAMP Technical Program Managers roles and contact information is provided.
- Prime contractors comply with the requirements of the OHS Act, Regulations, and Code.
- that PRAMP Technical Program Managers and the prime contractors are adequately trained for the protection of health and safety at the work site.

All Workers Will:

- Read and comply with any policies, procedures, and codes of practice that are in place at a site where Workers are providing services or holding meetings.
- Comply with the OHS Act, Regulation, and Code, and cooperate with any person exercising a duty imposed by the OHS Act, Regulations, or Code.
- Participate in any health and safety training provided by, or required by, PRAMP.
- Protect the health and safety of themselves and other people at or near the worksite.
- Cooperate with PRAMP technical program managers and the executive director to protect the health and safety of themselves and others.
- Use and wear devices and personal protective equipment required by PRAMP or the OHS Act Regulation or Code or as required at the worksite.
- Refrain from causing or participating in harassment or violence.
- Report concerns about any unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the PRAMP technical program managers or executive director.

PRAMP technical program managers and the executive director will ensure that:

- they are competent to supervise the Workers under their supervision.
- Workers under their supervision work in accordance with procedures and measures required by the OHS Act, Regulations, and Code as well as with any procedures or measures required by the work site.
- the Workers under their supervision use all hazard controls and properly use or wear the personal protective equipment required by PRAMP or under the OHS Act, Regulation or Code or as required by other government regulations.
- Workers under their supervision comply with any health and safety requirements and mitigation measures that may be set from time to time by PRAMP, in their sole discretion.
- Workers are not subjected to, and don't participate in, harassment or violence at the work site.
- they take all precautions necessary to protect the health and safety of every Worker under their supervision.
- they advise every Worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the Worker is performing work.
- Workers are directly involved in conducting hazard assessments.
- Concerns about an unsafe or harmful work site are reviewed quickly and thoroughly.

PRAMP Health and Safety Committee (HSC):

The Technical Program Managers and the Executive Director comprise the HSC. The role of the HSC is to help prevent injury and illness on the job, increase awareness about health and safety issues and develop strategies



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The following factors are included in any assessment of the potential workplace hazards from infectious diseases, in particular, COVID-19: ¶

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Any orders of the Chief Medical Officer of Health that are applicable ¶

Active cases or symptomatic Workers at the work site ¶

Presence of persons with health vulnerabilities ¶

Type and duration of interactions with other Workers or the public ¶

Physical distancing at the workplace ¶

Type of work or activities performed, and ¶

How other hazards and controls at the work site might affect ¶

infectious disease controls ¶

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to make the work environment safe and healthy. The HSC will meet as often as needed. At a minimum, the HSC will meet whenever a serious safety concern arises and at least twice a year.

The HSC will also ensure that any contractors' policies meet or exceed PRAMP policies and procedures, and may conduct audits to verify compliance.

How This Policy Will be Reviewed:

This policy will be reviewed by the PRAMP HSC, in consultation with other PRAMP staff and contractors. At a minimum, this policy will be reviewed whenever a serious safety concern arises and on a biannual basis by the HSC and PRAMP Board of Directors. If any Worker or member of the public wishes to have this policy reviewed, they may make a request to:

Karla Reesor, Executive Director
karla@prampairshed.ca

How To Report A Safety Concern:

Workers or the public may report any health or safety issue directly to the Technical Program Managers, the Executive Director or to the following address:

PRAMP Health and Safety
Attention: Office Manager
Suite 91, 305 – 4625 Varsity Dr NW, Calgary, AB T3A 0Z9

How We Treat Safety Reports:

PRAMP will review any safety reports by:

1. Accepting complaints on a named or anonymous basis;
2. Acknowledging the receipt of the report;
3. Reviewing the report and discussing courses of action; and
4. Sharing any solutions with all stakeholders on the PRAMP website.

Any personal information or identifying information provided in reports about a safety concern will be kept confidential to the extent that PRAMP is able to do so, given PRAMP's need to review the complaint and the laws and policies in effect at the time of the report. Anyone who submits a report is protected from retaliation or intimidation.



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4.2 ALCOHOL AND DRUG USE - NEW

The PRAMP Committee is committed to a safe, healthy, and productive work environment for all workers, free from the effects of drugs and alcohol. The use of drugs and alcohol impairs judgment resulting in increased safety risks, injuries, and faulty decision-making.

Drugs are defined as any drug, chemical or agent that may be used to alter the way the body or mind functions, the possession, use, distribution or sale of which is illegal under federal, provincial or local law. Drugs also include the misuse of a medication, including the use of a prescription medication without a proper prescription or not in accordance with the prescription, and the use of a non-prescription medication other than in accordance with the manufacturer's directions.

4.2.1 EXPECTATIONS

Workers are expected to fulfill their contractual obligations in a manner where they are fit for duty and able to perform their duties safely and to the required standard; workers must remain fit for duty for the duration of their scheduled work.

To maintain a safe working environment, workers must not use or be under the influence of alcohol or drugs on PRAMP property and worksites. Performing duties while under the influence of alcohol and/or drugs is prohibited and may lead to the immediate termination of a contractor relationship.



4.3 WORKING ALONE POLICY - NEW

The purpose of this policy is to protect workers from the hazards associated with working alone or in remote locations.

4.3.1 EXPECTATIONS

When working alone, workers are expected to:

- have completed all required training
- advise their lead by electronic means of their day's itinerary before leaving their place of residence
- ensure they have an adequate supply of any personal medication with them
- not attempt dangerous tasks or assignments while alone
- wear the appropriate PPE when completing tasks
- advise their lead when they return to their place of residence or their anticipated end point for the day

If the lead does not hear from the worker at the anticipated time at the end of the day, the lead will call the worker on their cell phone. If the worker cannot be reached on their cell phone, the lead will contact the worker's emergency contact. If the worker cannot be contacted, the Emergency Response Procedures will be initiated.



4.4 EMERGENCY PREPAREDNESS POLICY - NEW

The purpose of this policy is to prepare for, mitigate and respond to emergencies that PRAMP workers could encounter.

4.4.1 EXPECTATIONS

The PRAMP Health and Safety Committee is expected to:

- Confirm that Emergency Response Procedures are established and available at all field sites where PRAMP workers may be expected to conduct work
- Ensure all workers have the training needed to identify and mitigate any hazards and safely perform the work
- Ensure all workers are aware of the Emergency Response Procedures
- Ensure that workers have an emergency contact list for each site
- Ensure that all workers have provided emergency contact information to the PRAMP lead
- Document all actions taken during an emergency event

Workers are expected to:

- Be familiar with the Emergency Response Procedures at each site
- Have emergency contact numbers readily available
- Provide emergency contact information to their lead
- Complete required safety courses
- Be familiar with exits from any building entered
- Follow safe work practices to minimize hazards
- When working on an industry site, be familiar with and follow the site's emergency response procedures

