TARRABIN CONSULTING LTD

HSE PROGRAM 2026

# Health, Safety & Environment (HSE) Program Manual

*Structured to Alberta OHS Legislation & SECOR/COR 10-Element Standards (Audit-Ready Framework)*

> This manual is an audit-ready framework. Tarrabin Consulting Ltd. does not hold a Certificate of Recognition (COR) or a Small Employer Certificate of Recognition (SECOR) at this time. The program is built so that an external audit through an Alberta Certifying Partner can follow.

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# How this manual is built

This program follows the Alberta Occupational Health and Safety Act, the OHS Regulation and the OHS Code, and is laid out in the ten elements an Alberta COR or SECOR audit looks for. Each element states what Tarrabin does, who does it and what record proves it.


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## KEY CONTACTS

- Emergency: 911
- Alberta OHS Contact Centre (serious incidents, 24 hours): 1-866-415-8690
- Road conditions: 511 Alberta
- Tarrabin Consulting: (780) 804-7858, info@tarrabinconsulting.com

SIGNED POLICY

# Health, Safety & Environment Policy Statement

Tarrabin Consulting Ltd. puts the health and safety of every worker, subcontractor, client and member of the public ahead of schedule and cost. Our goal is zero harm: no injuries, no illnesses and no damage to the land and water we work on.

We follow the Alberta Occupational Health and Safety Act, the OHS Regulation and the OHS Code, the rules of each client and prime contractor, and this program. Where they differ, the stricter rule applies.

Every worker has the right to know the hazards of the work, the right to take part in health and safety, and the right to refuse dangerous work. Under section 17 of the OHS Act, a worker may refuse work they believe on reasonable grounds presents an undue hazard. No worker will face reprisal or discipline for refusing unsafe work in good faith.

Managers and supervisors are accountable for hazard assessment, controls, training and inspections on the work they direct. Workers are accountable for working safely, using their protective equipment and reporting hazards, incidents and near misses right away.

Every subcontractor is vetted before work: trade tickets, safety records and insurance are confirmed for each job.

We protect the environment by preventing spills, controlling waste and respecting the land, including Treaty 8 Territory where we live and work.

This policy is posted at every work site, reviewed every year and signed by the Founder.

**Mohamed Tarrabin**
Founder, Tarrabin Consulting Ltd.
Signature

Date

ELEMENT 1

# Management Leadership & Commitment

## WHAT WE COMMIT TO

- The Founder owns this program and signs the HSE Policy each year.
- Health and safety is the first item at every job start meeting and every project review.
- Time, money and people are set aside in each job budget for protective equipment, training and inspections.
- Health and safety results are reviewed with every client at handover.

## LEGAL FRAMEWORK

- Occupational Health and Safety Act, SA 2020, c O-2.2; the OHS Regulation; the OHS Code.
- Section 16 of the OHS Act: a written health and safety program is required once an employer regularly employs 20 or more workers. Tarrabin follows this program at every size.
- Section 13: a joint health and safety committee when 20 or more workers are regularly employed. Section 14: a health and safety representative when 5 to 19 are regularly employed. Tarrabin sets these up as soon as a threshold is reached and posts the names at every work site.
- Current copies of the Act, Regulation and OHS Code are kept available to workers (alberta.ca, OHS laws).

ELEMENT 2

# OHS Responsibilities (Management, Supervisors, Workers, Subcontractors)

## FOUNDER AND MANAGEMENT

- Provide a safe work site, competent supervision, equipment and training.
- Approve hazard assessments for each job and close out corrective actions.
- Report serious incidents to Alberta OHS as soon as possible and lead investigations.

## SUPERVISORS

- Know the OHS legislation that applies to the work.
- Lead the Field Level Hazard Assessment (FLHA) before each shift and when conditions change.
- Make sure every worker is trained, oriented and wearing the right protective equipment.
- Stop work when a hazard is not controlled.

## WORKERS

- Take reasonable care for themselves and others.
- Use protective equipment and follow safe work procedures.
- Report hazards, incidents and near misses right away.
- Refuse dangerous work and report it to the supervisor (Element 9).

## SUBCONTRACTORS

- Hold valid trade tickets, safety training and their own insurance, confirmed by Tarrabin before each job.
- Follow this program, the prime contractor rules and their own safety program.
- Take part in orientation, FLHAs, inspections and incident reporting.

ELEMENT 3

# Hazard Identification & Field Level Hazard Assessment (FLHA) Process

## FORMAL HAZARD ASSESSMENT

- Written for each job before work starts, as the OHS Code (Part 2) requires.
- Lists each task, its hazards, the risk rating and the controls, with affected workers involved.
- Reviewed when the job changes, after an incident and at least once a year for repeat work.

## FIELD LEVEL HAZARD ASSESSMENT (FLHA)

- Done at the start of every shift, at each new task and whenever conditions change.
- Covers the work area, weather, energy sources, equipment, people nearby and the emergency plan.
- Every worker on the crew signs the FLHA. The supervisor keeps it on site for the shift and files it after.
- The 1-page FLHA form is in Appendix A.

## RISK RATING

- Severity (1 to 4) times likelihood (1 to 4). A score of 9 or more needs controls in place before work starts and supervisor sign-off.

ELEMENT 4

# Hazard Control, Mandatory PPE Matrix & Northern Alberta Winter Driving Rules (Hwy 63 / Hwy 881)

## ORDER OF CONTROLS

- 1. Eliminate the hazard. 2. Engineering controls. 3. Administrative controls (procedures, training, scheduling). 4. Personal protective equipment, used with the other controls and never alone.

## SAFE WORK PROCEDURES

- Written for high-risk tasks: working at heights, energy isolation and lockout, confined space entry (with the client permit), mobile equipment, hot work, and working alone.
- Working alone: a check-in at set times by phone, radio or satellite device, logged by the supervisor.

## NORTHERN ALBERTA WINTER DRIVING RULES (HWY 63 / HWY 881)

- Check 511 Alberta road conditions and the weather before every trip.
- Winter tires from October 15 to April 30 on every vehicle used for Tarrabin work.
- Every vehicle carries a winter survival kit: blanket, warm clothing, food, water, booster cables, shovel, flashlight, first aid kit and a charged phone.
- File a trip plan with the supervisor: route, departure and arrival time. Check in on arrival.
- Highway 881 has stretches without cell coverage. Use a satellite messenger or set check-in points.
- No hand-held phone while driving, as Alberta law requires. Headlights on at all times.
- Stop driving when visibility or roads are poor, and take a break at least every 2 hours.
- Watch for wildlife at dawn and dusk, and for heavy haul traffic and oversize loads.

## MANDATORY PPE MATRIX

| Task | Hard hat | Safety glasses | Safety boots | High-visibility | Gloves | Hearing | FR clothing | Gas monitor | Fall arrest |
|---|---|---|---|---|---|---|---|---|---|
| Office and client meetings | | | | | | | | | |
| Site visit, construction or landscaping | R | R | R | R | R | + | | | + |
| Oil sands or plant site visit | R | R | R | R | R | R | R | R | + |
| Mobile equipment and traffic areas | R | R | R | R | R | + | | | |
| Work at heights (over 3 m) | R | R | R | R | R | | | | R |
| Winter outdoor work | R | R | R | R | R | + | | | |

R = required. + = required where the hazard assessment or the site owner calls for it. - = not normally required. Standards: hard hat CSA Z94.1, eye protection CSA Z94.3, footwear CSA Z195 grade 1, high-visibility CSA Z96 class 2 or 3, hearing CSA Z94.2, fall arrest CSA Z259 series. FR clothing and personal gas monitors as each operator specifies.

ELEMENT 5

# Qualifications, Orientation & Training Standards

## BEFORE ANYONE WORKS

- Company orientation covering this manual, the HSE Policy, worker rights, the ERP and the reporting rules. Signed on the sheet in Appendix B.
- Site orientation by the client or prime contractor where they run one.
- Proof of required tickets for the task, checked against the job hazard assessment.

## COMMON TICKETS BY TASK

- First Aid and CPR for designated first aiders, as OHS Code Part 11 sets out for the work site.
- H2S Alive where the operator requires it. WHMIS for anyone handling hazardous products.
- Fall Protection for work at heights. Ground Disturbance where digging is planned.
- Equipment operator training and evaluation for each piece of mobile equipment.

## RECORDS

- A training matrix lists each worker, ticket, issue date and expiry. Reviewed every quarter. Expired tickets mean no work on that task.

ELEMENT 6

# Subcontractor & Multi-Employer Prime Site Coordination

## VETTING BEFORE WORK

- Signed subcontract with the scope, HSE requirements and this manual attached.
- Proof of trade tickets, safety training and insurance, confirmed for each job.
- Workers' compensation clearance requested from each subcontractor before work and at each payment.
- Safety record review: recent incident history and any open orders.

## PRIME CONTRACTOR ROLE

- On a site with more than one employer, the prime contractor coordinates health and safety for everyone on site.
- When Tarrabin is the prime contractor, it names a site lead, runs the site orientation, holds a shared FLHA and leads incident reporting to OHS.
- When a client or another company is the prime contractor, Tarrabin follows its rules and reports hazards and incidents to it right away.

## DURING THE JOB

- Daily coordination talk with every employer on site.
- Tarrabin may stop any subcontractor work that is unsafe.

ELEMENT 7

# Scheduled Work-Site & Equipment Inspections

## SCHEDULE

- Daily: pre-use checks on vehicles, tools and equipment, and the FLHA.
- Weekly: a documented work-site inspection by the supervisor on any job longer than one week.
- Monthly: a documented inspection by the Founder or a delegate on active jobs.
- Before and after winter: vehicle and survival kit inspection.

## WHAT HAPPENS WITH FINDINGS

- Each finding gets a risk rating, an owner and a due date.
- Imminent danger: the equipment is tagged out or the work stopped until fixed.
- Findings are tracked to close and reviewed at the next inspection.

ELEMENT 8

# Emergency Response Plan (ERP)

## SITE ERP BEFORE WORK STARTS

- Emergency numbers: 911 and the site or client emergency line.
- Muster point, nearest hospital and the route, and the transport plan for an injured worker.
- For remote sites: travel time to care, communication method (cell, radio or satellite) and first aid supplies sized to the distance.
- Reviewed at orientation and posted on site.

## SCENARIOS COVERED

- Serious injury or illness. Fire. Vehicle collision. Severe weather and deep cold. Wildfire and evacuation. Spill or release. Gas release (H2S) where present. Missing worker or overdue check-in.

## AFTER THE EMERGENCY

- Report to the prime contractor and to Alberta OHS as required (Element 9).
- Do not disturb the scene of a serious incident except to save life, prevent more injury or protect property.
- Drill the ERP at least once a year and after any change.

ELEMENT 9

# Incident, Near-Miss & Work-Refusal Investigation Procedure

## REPORT RIGHT AWAY

- Every incident, injury, near miss and property damage is reported to the supervisor right away, the same shift.
- Serious injuries, illnesses and incidents are reported to the Alberta OHS Contact Centre as soon as possible: 1-866-415-8690 (24 hours). The prime contractor reports if there is one; otherwise the employer reports.
- Potentially serious incidents are submitted to Alberta OHS online.
- Workers' compensation claims are reported to WCB-Alberta as the law requires.

## INVESTIGATE

- Started within 24 hours by the supervisor and the Founder, with the workers involved.
- Find the root causes, not only the immediate cause. Record corrective actions with owners and dates.
- A copy of the report is given to the health and safety committee or representative if there is one, otherwise made available to workers, and kept for OHS on request.

## WORK REFUSAL (OHS ACT SECTION 17)

- 1. The worker stops the work and tells the supervisor right away.
- 2. The supervisor inspects with the worker and fixes the hazard, or explains in writing why it is not dangerous.
- 3. The work refusal is written up and a copy given to the worker.
- 4. No other worker is assigned the work until the hazard is fixed or reviewed.
- 5. If the worker still believes the hazard is not fixed, they may contact Alberta OHS.
- No worker faces reprisal for a good-faith refusal.

ELEMENT 10

# Document Control, 3-Year Record Retention & Annual Review

## DOCUMENT CONTROL

- Every form and procedure carries a revision number and date. Only the current version is used in the field.
- The master copy is kept by the Founder at 171 Burton Place, Fort McMurray. Field copies are replaced when a revision is issued.

## 3-YEAR RECORD RETENTION

- Hazard assessments, FLHAs, orientations, training records, inspections, incident reports, work refusals and ERP drills are kept for at least 3 years, or longer where the law or a client contract requires.

## ANNUAL REVIEW

- Every year the Founder reviews this program: incidents, inspection findings, training, subcontractor results and law changes.
- The HSE Policy is re-signed and the manual reissued with a new revision number.
- Preparation for an external COR or SECOR audit through an Alberta Certifying Partner follows the same review. SECOR is offered to Alberta employers with up to 10 employees.

# Field Level Hazard Assessment (FLHA)

APPENDIX A · REV 0

| Date | Start time | Job / client | Supervisor |
|---|---|---|---|
| Location / LSD / GPS | | Weather and temperature | Muster point |
| Task to be done | | | |

| Hazard (tick if present) | Control in place | Risk after control (L / M / H) |
|---|---|---|
| ☐ Weather, cold, ice | | |
| ☐ Slips, trips, falls | | |
| ☐ Working at heights | | |
| ☐ Mobile equipment, traffic | | |
| ☐ Overhead or buried lines | | |
| ☐ Energy isolation, lockout | | |
| ☐ Hand and power tools | | |
| ☐ Lifting, strains | | |
| ☐ Chemicals, WHMIS | | |
| ☐ H2S or gas | | |
| ☐ Noise | | |
| ☐ Working alone | | |
| ☐ Wildlife | | |
| ☐ Fire or hot work | | |
| ☐ Spills, environment | | |
| ☐ Other workers nearby | | |

☐ Permits in place (if required)
☐ Equipment pre-use checks done
☐ Communication / check-in set
☐ Required PPE on and checked
☐ Emergency plan and route reviewed
☐ Workers know they may refuse unsafe work

| Worker name | Signature | Worker name | Signature |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

| Supervisor review and signature | Re-assessed when conditions changed (time and initials) |
|---|---|

# Worker Orientation Sign-Off Sheet

APPENDIX B · REV 0

| Job / client | Site | Date | Delivered by |
|---|---|---|---|
| | | | |

- ☐ HSE Policy and zero-harm commitment
- ☐ Hazard assessment and daily FLHA
- ☐ Emergency Response Plan, muster point, first aid
- ☐ Winter driving and journey management (Hwy 63 / 881)
- ☐ Site and client rules, prime contractor contact
- ☐ Tickets and training checked against the job
- ☐ Right to know, take part and refuse dangerous work (OHS Act s.17)
- ☐ PPE matrix for this job
- ☐ Incident, near-miss and refusal reporting
- ☐ Working alone check-ins
- ☐ Spills, waste and environmental care
- ☐ Questions answered

| Worker name | Employer | Tickets verified | Date | Signature |
|---|---|---|---|---|
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| Orientation delivered by (name and signature) | Supervisor sign-off |
|---|---|
| | |