



# Subcontractor Orientation

Name: \_\_\_\_\_  
First Middle Last

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Sex: \_\_\_\_\_ M \_\_\_\_\_ F Date of Birth: \_\_\_\_\_

Contracted Date: \_\_\_\_\_ Orientation Date: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
(dd-mm-yyyy)

Email: \_\_\_\_\_

GST # \_\_\_\_\_

WCB # \_\_\_\_\_

### In Case of an Emergency

**Please list at least two contacts whom we can notify in case of an emergency:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Alberta Health Care Number: \_\_\_\_\_

Doctors Name and Medical Clinic Number: \_\_\_\_\_



## Subcontractor Orientation

### Rate of Pay Acknowledgement:

Type of Service/Position: \_\_\_\_\_

Rate: \_\_\_\_\_ Truck: \_\_\_\_\_ Other: \_\_\_\_\_

Subcontractor Initial: \_\_\_\_\_ Management Initial: \_\_\_\_\_

### **Subcontractor Prequalification Questionnaire**

How many years have you been in business? \_\_\_\_\_

Have you ever been in litigation with another company? YES \_\_\_ NO \_\_\_

Do you hire qualified, competent personnel with credentials? YES \_\_\_ NO \_\_\_

### **General Liability** (Copy Required)

Insurance Agent: \_\_\_\_\_

Commercial General Liability Coverage: \_\_\_\_\_ (min 2,000,000 required)

Commercial General Liability Insurance Expiry Date: \_\_\_\_\_

Vehicle Insurance Company: \_\_\_\_\_

Vehicle Coverage: \_\_\_\_\_ (min 2,000,000 required)

Vehicle Insurance Expiry Date: \_\_\_\_\_

### **Workers Compensation Information** (Copy Required)

Do you have an active WCB Account in Good Standing? YES \_\_\_ NO \_\_\_

Account Number: \_\_\_\_\_

Industry Classification: \_\_\_\_\_

Current WCB Industry Rate: \_\_\_\_\_

Company WCB Rate: \_\_\_\_\_

### **Safety**

Do you have a comprehensive Safety Program? YES \_\_\_ NO \_\_\_

If no, are you willing to adopt and abide by all requirements of Terrafirma's Program? YES \_\_\_ NO \_\_\_

<b>SUBCONTRACTOR SAFETY PERFORMANCE</b>				
<b>Complete the table for the previous 3 years and current YTD</b>				
<b>Incident Information</b>	<b>Year:</b>	<b>Year:</b>	<b>Year:</b>	<b>YTD (Optional)</b>
Fatalities				
Incidents				
Near Misses				
Vehicle Accidents				



## Subcontractor Orientation

### SUB-CONTRACTOR AGREEMENT

I \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Company)

Have received a full orientation and have read the rules, regulations, procedures, and policies. I understand that as a condition of employment with TerraFirma Resources, I am expected to abide by the safety manual. I further **understand that violation of any rules, safe work practices, procedures, and regulations by myself or any one of my employees, or failure to perform work in a safe manner may be cause for termination.**

I further acknowledge that should I be involved in any incidents where damage to property of persons results or criminal charges are laid as a result of my operating a vehicle or equipment, I hereby give **my consent to allow qualified medical personnel, acting on instructions of the company**, to take any blood or other body fluid samples which may be necessary for the purpose of determining **whether at the time** of the incident **I was impaired by the effects of alcohol, drug or both.** Failure to cooperate in providing the blood or fluid samples may result in disciplinary action.

#### **Health and safety agreement for all Subcontractors.**

TerraFirma Resources is committed to the protection from accidental loss of all its resources, including employees and physical assets. In fulfilling this commitment to protect both people and property, management will provide at a minimal cost hard hats, safety glasses, face shields and where deemed necessary, special personal protective equipment. The **subcontractor shall provide his own proper personal attire, steel toed boots, gloves, safety glasses, hart hat, flame resistant coveralls.** Also hearing protection is to be worn in areas where noise levels exceed 85 dba.

The above personal protective equipment shall be worn at all times when on employer premises, right of ways or job sites. Injuries must be immediately reported to your supervisor / foreman. The subcontractor is in charge if his own investigations and must give copies to TerraFirma Resources as soon as they are filled out. Failure to wear personal protective equipment, adhering to safe work practices, job procedures and not immediately reporting accidents / incidents / near misses is cause for claims appeals by TerraFirma Resources relating to work site incidents and may also constitute cause for dismissal.

**If your company is incorporated and you are in default of WCB payments you give us authority to hold back payments until your WCB account is cleared up. Please provide TerraFirma Resources a copy of WCB clearance upon hire.**

Subcontractor Signature \_\_\_\_\_



## Subcontractor Orientation

### ACKNOWLEDGEMENT OF PAYROLL REQUIREMENTS FOR REGULAR SUBCONTRACTORS

All Subcontractors will be paid off of TerraFirma Resources daily time tickets completed by your supervisor.

You do not need to hand in an invoice to be paid, however if you prefer this, just be aware that hours paid will be calculated by what is on the TerraFirma Resources ticket.

Please refer to the Payroll cutoff dates form to see when cutoff and pay day dates are.

Subcontractor Signature \_\_\_\_\_



## Subcontractor Orientation

### HEALTH AND SAFETY POLICY

Terrafirma Resources is committed to a strong safety program that protects employees, subcontractors, clients, the public, and the environment from accidental or deliberate loss caused by injuries or accident. In fulfilling this commitment, management will provide and maintain a safe healthy work environment in accordance with industry standards and in compliance with legislative requirements, by supplying the proper equipment, procedures and training to workers. The company will ensure that workers are competent, qualified and trained to perform their job tasks. Direct supervision by a worker who is competent to do the work, will be provided to workers who are not competent to complete the work. We will strive to eliminate any foreseeable hazards, which may result in property damage, accidents or personal injury / illness. Regular inspections will be carried out on worksites, office and shop locations, to ensure that the work site is free of hazards that could cause slips, trips or falls.

Equipment is maintained in a condition that will not compromise the health or safety of workers using or transporting it. Equipment will safely perform the function for which it is intended or was designed, and is of adequate strength for its purpose, and is free of obvious defects.

Terrafirma supports environmental sustainability and strives to conduct work a manner that is environmentally friendly.

Employees and sub-contractors will share the responsibility and be accountable for the company's health and safety performance. Complete and active participation by everyone, in every job site is necessary for the safety excellence this company expects. Management supports coordination of safety among all workers on the job site and recognizes workers right to a safe work environment as well as a joint responsibility to implement and maintain such an environment.

A health and safety review will be conducted to assess the impact of changes to work processes and procedures before they are implemented.

Terrafirma has an open-door policy. However, should a complaint made to a supervisor not be resolved it must be taken to the Safety Representative and be investigated jointly with the health and safety committee. The findings of this investigation will be written in a report and presented to the employer and employee. Where a complaint is found to be justified, Terrafirma will take immediate steps to rectify the situation and immediately remove any worker from danger.

Every employee and contractor has the right and responsibility to refuse unsafe work. For example,

1. Where the use or operation of a machine or thing could cause danger
2. A condition exists in the place that constitutes danger to an employee or to another employee
3. Performance of the activity constitutes a danger to the employee or another employee

Our goal is to maintain an injury and accident-free workplace for all employees and subcontractors. By working together in all parts of the program, we can achieve this goal.

Terrafirma recognizes all employees and sub-contractors for their past performance in safety and request their assistance in ensuring that a positive "Safety Awareness" culture continues to be a way of life both on, and off the worksite.

The safety information in all guidelines does not take precedence over applicable legislations and the OHS Code. All employees are responsible to become familiar with applicable legislations and code.

This policy will be reviewed at minimal, on an annual basis.

**Subcontractor Signature** \_\_\_\_\_



## Subcontractor Orientation

### COMPANY RULES

All employees, visitors and subcontractors on any TERRAFIRMA RESOURCES project or property must abide by company policies, practices, guidelines and the following rules:

- **Personal Protective Equipment** shall be worn by all employees and subcontractors in compliance with TerraFirma Resources policies and client requirements on all sites.
- **Report to your supervisor all unsafe acts and unsafe conditions.**
- **Near misses, Accidents, Incidents or Injuries, regardless of their nature,** must be promptly reported to your supervisor.
- **Perform all work using safe work practices and procedures** and comply with all applicable legislation.
- Maintain **good housekeeping** in your work area to foster a safe work environment free of hazards associated with slips, trips and falls.
- **Operate all vehicles and mobile equipment in accordance with site rules and highway legislation.** Adhere to all speed limits, provincial, company specific and site specific speed restrictions.
- Mandatory use of **seat belts in all company equipment and vehicles.**
- **All employees and subcontractors shall participate** in TerraFirma Resources **hazard assessment process and pre-job safety meetings,** as well as monthly safety meetings.
- **Safety glasses face shields etc. shall be worn when welding, grinding, and for other operations** which require eye protection.
- **Smoking** is permitted only in designated areas.
- Employees and subcontractors at **every level are subject to immediate termination for discrimination against fellow workers, harassment, violence, theft or vandalism of company property or disclosure of trade secrets.**
- Consuming or **being in possession of alcohol or illegal drugs on company premises or on any TerraFirma Resources Worksite is prohibited.**
- **You have the responsibility to refuse unsafe work.**

Subcontractor Signature \_\_\_\_\_



## Subcontractor Orientation

### SUBCONTRACTOR FUEL CARD ACKNOWLEDGMENT

#### Letter of Authorization

I understand that I have been entrusted with a company fuel card. I am provided with a PIN number and I promise not to lose or give away these cards or disclose any information pertaining to these cards at any time. I will report any lost or stolen cards to the office immediately so that TerraFirma Resources can cancel the card.

I understand that **this card is specifically for fuel used for TerraFirma Resources work purposes, company vehicles and equipment only and is not authorized for personal use.** Any unauthorized charges on this card for which I am responsible could result in disciplinary action up to and including dismissal and legal action.

I acknowledge that any unauthorized charges to this fuel account will be deducted from my next paycheck.

**I have read and reviewed the above and agree to the purpose and protocols involved.**

Subcontractor Signature \_\_\_\_\_



## Subcontractor Orientation

### MONITOR RESPONSIBILITIES

This agreement is between TerraFirma Resources and \_\_\_\_\_  
(Subcontractor print name)

I understand that I am responsible for Monitors I am using or that have been signed out by me and are in my possession.

With this in mind, I agree to properly use and maintain them.

Monitor(s) under my care that are lost or stolen are to be reported immediately to the safety coordinator.

I understand that I may be liable for the cost of Monitors(s) which I was responsible for that go missing.

**I have read and reviewed the above and agree to the purpose and protocols involved.**

**Subcontractor Signature** \_\_\_\_\_





## Subcontractor Orientation

### RADIO RESPONSIBILITIES

This agreement is between TerraFirma Resources and \_\_\_\_\_  
(Subcontractor print name)

I understand that I am responsible for Radios I am using or that have been signed out by me and are in my possession.

With this in mind, I agree to properly use and maintain them. Radio(s) under my care that are lost or stolen are to be reported immediately to the safety manager.

I understand that I may be liable for the cost of Radio(s) which I was responsible for that go missing.

**I have read and reviewed the above and agree to the purpose and protocols involved.**

**Subcontractor Signature** \_\_\_\_\_



## Subcontractor Orientation

### DISTRACTED DRIVING

Please read the Distracted Driving Policy, sign and return to your supervisor.

In order to increase employee and subcontractor safety and eliminate unnecessary risks behind the wheel, Terrafirma Resources has enacted a Distracted Driving Policy. We are committed to stopping distracted driving, and have created the following rules.

- Company employees/subcontractors may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, tweets and text messages.
- This policy applies to all employees and subcontractors when any of the following five conditions apply:
  - Operating a company vehicle
  - Operating a personal vehicle on company business
  - Driving on company property
  - Using a cell phone supplied by the company
  - Using a personal phone for company business
- If company employees/subcontractors need to use their phones, they must use a hands-free device or pull over safely to the side of the road or another safe location.
- Additionally, company employees/subcontractors for their own safety should also consider the following practices:
  - Turn cell phones off or put them on silent before starting the car.
  - Consider modifying voice mail greetings to indicate that they are unavailable to answer calls or return messages while driving.
  - Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
- Failure to comply with this policy may result in disciplinary action.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

**Subcontractor Signature** \_\_\_\_\_



## Subcontractor Orientation

### LIFESAVING HEALTH AND SAFETY PLEDGE

The management at Terrafirma Resources is committed to providing a healthy and safe working environment for all our employees, management, sub-contractors, our customers, the public as well as protecting the environment around us. Our goal is to have an incident free workplace. We never want to see HSE sacrificed for any reason, at any time. Nothing is so important that it cannot be done safely.

#### DRIVING

##### I WILL:

- Drive defensively for the conditions on and off road;
- Comply with all traffic laws;
- Obey all road rules;
- Follow road radio rules and call as per posted signage;
- Ensure I drive under the posted speed limits.

#### HAZARD ASSESSMENT

I will complete hazard assessments to identify and mitigate risk. Hazards may be overhead, below ground or in the atmosphere.

#### WORK PERMITS

Obtain and work under a valid permit where required.

#### FOLLOW THE PLAN

No deviations from procedures, defined work plans or bypassing safety devices without documented authorization.

#### ENERGY ISOLATION

Verify isolation of energy sources before work begins.

#### CONFINED SPACE

Obtain a permit before entering confined space. Assess the atmosphere conditions and activity before entry.

#### WORKING AT HEIGHT

Protect yourself against a fall when working at height through guardrails, equipment, or a fall protection system.

#### GROUND DISTURBANCE

Obtain a permit before starting ground disturbance activities.

#### LIFTING OPERATIONS

Follow safe lifting operations and the lifting plan.

I acknowledge and will abide by the above safety rules to protect myself and others from illness or injury at work. This agreement must be reviewed and signed by all workers and subcontractors prior to performing work with Terrafirma Resources. The undersigned represents and warrants that they shall comply with all applicable Federal, Provincial, and Local laws, regulations, and Terrafirma Resources Environmental, Health, and Safety Policies and Procedures. Strict compliance with these guidelines, rules, and regulations are a condition of employment and the personal responsibility of each worker and subcontractor. Violators may face possible termination and/or fines.

\_\_\_\_\_  
**Subcontractor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Subcontractor Name (printed)**



## Subcontractor Orientation

### DRUG AND ALCOHOL POLICY

TerraFirma Resources guidelines strictly prohibits the unauthorized use, possession, storage, distribution, purchase, sale and/or offer for sale of alcohol, illegal drugs, non-prescription drugs, intoxicants or drug paraphernalia by employees, visitors and subcontractors on any TerraFirma Resources worksite.

Employees and Subcontractors should not report for work, operate a company owned or leased vehicle or otherwise engage in company business in any state of impairment that could adversely affect their ability to work safely and effectively. Any use of alcohol or non-prescribed drugs that causes or contributes to unacceptable job performance or unusual job behaviour is also prohibited.

TerraFirma Resources is committed to meeting our clients' requirements and will follow whichever policy is most stringent. As such, during your employment/work at TerraFirma Resources employees and subcontractors in safety sensitive positions *may* be subject to the following types of testing procedures including: Post Accident, Follow up, Reasonable Cause, Pre-access testing and Return to Duty.

One of the goals of our program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

Employees found to be using alcohol/drugs while at work will be disciplined severely. This involves a consultation with Operations and Managers regarding disciplinary action and the possibility of rehabilitation. Supervisors having actual knowledge that the employee is under the influence of alcohol/drugs shall not permit the employee to get behind the wheel, operate any TerraFirma Resources equipment or be at work, period. In regards to visitors or subcontractors, they will immediately be removed from the worksite. Any employee or subcontractor taking prescription medication must report that information to the manager/supervisor on site immediately.

TerraFirma Resources strives to ensure a safe and efficient working environment for its employees. We expect all employees, visitors and subcontractors to fully cooperate with our safety program, rules, practices, procedures and policies.

A handwritten signature in blue ink, appearing to read "Nicole Safron".

NICOLE SAFRON – PRESIDENT



## Subcontractor Orientation

### DRUG & ALCOHOL POLICY ACKNOWLEDGEMENT

Terrafirma Resources requires all workers to be fit for duty. Terrafirma will not tolerate or condone any work activities while under the influence of drugs or alcohol.

Any employee/subcontractor found to be under the influence while conducting work for Terrafirma will be subject to serious consequences.

I \_\_\_\_\_ agree to abide by the above Drug and Alcohol Policy and understand that I will be removed from the worksite and subject to serious consequences should I be found in non-compliance with this policy.

**Subcontractor Signature** \_\_\_\_\_

### SUBCONTRACTOR RESPONSIBILITIES:

- Carry out their work in a manner that will not create a hazard to their own health and safety or the health and safety of other workers.
- Follow safe work practices and procedures.
- Assist site supervisor(s) to reduce and control unsafe conditions and acts on the work site.
- Report unsafe conditions.
- Report any near misses, incidents immediately to your supervisor.
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following injury.
- Report any illness or injury.
- Be actively involved in the Hazard Assessment process.
- Comply with rules and regulations.
- Make safety suggestions.
- Assist evaluating new and existing procedures.
- Wear proper Personal Protective Equipment (PPE).
- Be educated about the task that they are completing.
- Have the responsibility to refuse unsafe work or conditions.
- Complete all required paperwork as part of the job.
- Communicate with whatever level of supervisor is appropriate.
- Set a good example.

### POTENTIAL HAZARDS YOU MAY COME INTO CONTACT WITH WORKING FOR TERRAFIRMA:

- High Traffic (on public roads and worksites)
- Tight Spaces (Requires Spotter)
- Pinch Points
- Noise
- Cave Ins - Excavation
- Overhead Powerlines
- Slips / Trips / Falls
- Manual Lifting / Ergonomics
- H<sub>2</sub>S Sites
- Remote Areas (Have ERP in place)
- Weather Conditions
- Underground Utilities
- Explosion
- Electrical
- High Pressure Lines
- WHMIS/TDG Products

**I acknowledge that I have read and understand that I may be subjected to the above hazards.**

**Subcontractor Signature:** \_\_\_\_\_



## Subcontractor Orientation

### WHMIS 2015 – COMPANY SPECIFIC

As per the Terrafirma Resources Orientation, you learned about the purpose of WHMIS, WHMIS responsibilities, Labels, Hazard Symbols, Protecting yourself and SDS.

At Terrafirma, all SDS’s are located in the back of the safety manuals or the Unit Binders found in each unit (crew truck) or in the Job Vans. SDS’s may also be found in the shops.

SDS’s are important because they tell us what is in each product, **the warnings / hazards** of a product (ie. poisonous, flammable, corrosive), **PPE requirements** as well as **First Aid measures** should you need to refer to them.

Your supervisor will discuss what to do if there is an incident (in the ERP and/or FLHA) when using WHMIS products.

At Terrafirma, you may come into contact with the following WHMIS products at a minimum:

Antifreeze	Cleaners	Windex
Battery Acid	Motor Oil	WD40
Diesel	Hydraulic Fluids	
Fire Extinguisher powder	Propane	
Gasoline	Spray 9	
Gear Oil	Spray Paint	
Grease	Transmission Fluid	

You acknowledge and understand where to find the SDS’s for these products. If, while working for Terrafirma you come across products not on this list, either in the shop area or on a client site, you should contact safety immediately to ensure the SDS for that product is obtained and readily available to you.

**Subcontractor Signature** \_\_\_\_\_

### ENFORCEMENT POLICY

Terrafirma Resources enforces a three-strike policy for disciplinary measures. A strike may be given for non-compliance of our Terrafirma policies, rules and procedures and many also include failure to safely operate or maintain and service equipment. The disciplinary measures will be administered including any or all of the following, depending on the seriousness of the act. All measures will be documented with a copy of the applicable reports placed in the subcontractor's file.

- **Verbal warning**- A verbal warning will be given for any safety violation where the potential for injury and or property damage was great or if an employee or subcontractor fails to comply with Terrafirma or OH&S legislation.
- Discussion with the worker will include:
  - Review of the standard, procedure, rule and its purpose.
  - Date, time, place of the infraction.
  - Actions required to prevent a recurrence.
- The worker will be warned that further infractions will result in more severe disciplinary actions. The discussion will be documented and signed by the worker and Management.
- **Written warning** - This will include an outline of the infraction and the standard that was violated.
- **Suspension or Termination** - If Management deems the infraction to be serious (i.e.: repetitive, attitude-induced, or severity of the infraction to impact on the health and safety of other workers, the client or the general public), the employee or subcontractor can be subjected to suspension from their duties for any time period or termination should Terrafirma deem it fair and just.

Note: Workers, subcontractors, visitors or anyone who fails to comply with our rules may be removed from projects and properties.

*The safety information in all guidelines does not take precedence over applicable legislations and the OHS Code. All employees are responsible to become familiar with applicable legislations and code.*

Subcontractor Signature \_\_\_\_\_



### IMMINENT DANGER POLICY

In accordance with the Occupational Health and Safety Act, Chapter 35, “existence of Imminent Danger relates to a danger that is not normal to that occupation or a danger under which a person engaged in that occupation would not normally carry out the person’s work.”

This section states that, no worker shall:

- Carry out any work if, on reasonable and probable grounds, the worker believes that an imminent danger exists to the health or safety of that worker,
- Carry out any work if, on reasonable and probable grounds, the worker believes that it will cause to exist, imminent danger to the health or safety of that worker or another worker present at the work site, or
- Operate any tool, appliance or equipment if, on and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker present at the worksite.

Should a TERRAFIRMA RESOURCES worker refuse to carry out work, Management is to be contacted immediately with the reason(s) for the worker’s refusal. TERRAFIRMA RESOURCES will then investigate and take action to eliminate the imminent danger. No worker will be assigned to use or operate a tool, appliance or equipment or to perform work which a worker has made notification that imminent danger exists. Management will prepare a written record of the worker’s notification, the investigation and action taken.

While no disciplinary action will be taken against a worker for acting in compliance with the Imminent Danger Act, the worker may be asked to stay on the work site where practical but be assigned temporarily to other work assignments that the worker is capable of performing.

**Workers have the responsibility to refuse unsafe work.**

Subcontractor Signature \_\_\_\_\_

### WORKING ALONE POLICY

Working alone in certain circumstances or environments may be unsafe and requires special arrangements to minimize potential hazards. The OHS Code states that “a worker is considered to be working alone if the worker works by himself or herself at a worksite in circumstances where assistance is not readily available when needed.”

*Readily available* must take into consideration three assessment factors, including: awareness, willingness and timeliness. As such, the safety measures and working alone procedures contained in this policy may still apply when a Terrafirma employee is working alone, but with people from another employer or the general public.

Should a work alone situation arise, the safety **measures to be taken by management in cooperation with employees include:**

- A Hazard Assessment is to be conducted to **identify existing or potential safety hazards** in the workplace associated with working alone.
- **Safety controls to be implemented**, as identified during the Hazard Assessment, to eliminate or reduce the risk to workers.
- Ensuring workers have an **effective way of communicating** with Terrafirma Management, Supervisors or the Head Office in case of an emergency situation. This communication system includes the use of cell phones. The frequency of the call-in system will be determined during the Hazard Assessment and will be dependent on the severity of hazards on the worksite. The following communications systems may include but are not limited to:
  - At a worksite involving minimal hazards, the worker will be required to check in with Management upon arrival to the site and also when the job is completed.
  - When a more hazardous work situation is present, the worker will be required to periodically call in at pre-determined intervals to Head Office or Management. Alternately, Management may perform frequent visits to the site where practical.
  - Where effective electronic communication is not available, Management or Safety Personnel will check in with the worker by visiting the worksite periodically as discussed during the pre-job planning phase.

**Workers required to work alone will be properly trained and possess all relevant tickets in relation to the job being performed. They will have cellular phones and be aware of the Emergency Response Plan for that particular jobsite, as is discussed during the Hazard Assessment and pre-job planning phase.**

Terrafirma recognizes the importance of providing a safe and secure work environment.

Subcontractor Signature \_\_\_\_\_

### VIOLENCE AND HARASSMENT POLICY

Terrafirma will not tolerate any type of workplace violence and harassment. The company is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence/harassment and will make every effort to prevent such incidents from occurring. An incident involving workplace violence constitutes an “accident that has the potential of causing serious injury to a worker” (a phrase used in section 18(3) of the OHS Act). Terrafirma will investigate these types of incidents, prepare a report, keep it on file for a period of two years from the date of the incident and have it readily available for inspection by an Occupational Health and Safety Officer.

OHS defines harassment as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought to reasonably know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes:

- Conduct, comment, bullying or action because of race, religious beliefs, color, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation
- A sexual solicitation or advance

However, this excludes any reasonable conduct of an employer or supervisor in respect of management or workers or a work site.

OHS defines violence, whether at a work site or work-related as the threatened, attempted or actual conduct for a person that causes or is likely to cause physical or psychological injury or harm and includes domestic and sexual violence.

Terrafirma considers workplace violence/harassment a hazard for the purposes of hazard assessment, elimination, and control. Terrafirma implements a Workplace Violence & Harassment Prevention Program and will provide adequate authority and resources to assist in delivering this program.

Any employee who feels that s/he has been the subject of harassment or violence in the workplace is encouraged to contact his/her supervisor without fear of retaliatory, disciplinary, or negative career action. Terrafirma shall ensure that all violence/harassment incidents are investigated confidentially and discreetly and that corrective actions are taken to address these.

This policy does not limit or prohibit the right of any employee to pursue any external action. Victims of workplace violence and harassment are advised to consult a health professional. All employees and subcontractors are advised of this policy during initial orientation and as required.

The safety information in all guidelines does not take precedence over applicable legislations and the OHS Code. All employees are responsible to become familiar with applicable legislations and code.

**Subcontractor Signature** \_\_\_\_\_



## Subcontractor Orientation

### HEALTH AND SAFETY ORIENTATION QUIZ

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Working safely is a condition of employment? a. True \_\_\_\_\_ b. False \_\_\_\_\_
2. I have the right to refuse any task that I feel unsafe to complete?  
a. True \_\_\_\_\_ b. False \_\_\_\_\_
3. All injuries and incidents, regardless of how minor, must be reported immediately to your foreman?  
a. True \_\_\_\_\_ b. False \_\_\_\_\_
4. Personal Protective Equipment including; hard hat, steel toed boots, fire proof coveralls, safety glasses and work gloves should be worn:
  - a. When someone asks me to
  - b. If I remember to bring it
  - c. PPE must be worn on all TerraFirma Resources worksites
  - d. Only if I see someone else wear it
5. Housekeeping is not my responsibility? a. True \_\_\_\_\_ b. False \_\_\_\_\_
6. Name two of TerraFirma Resources Company rules:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
7. On a worksite horseplay and teasing are acceptable? a. True \_\_\_\_\_ b. False \_\_\_\_\_
8. I am not required to participate in toolbox safety meetings or scheduled monthly safety meetings?  
a. True \_\_\_\_\_ b. False \_\_\_\_\_
9. I can smoke wherever I like? a. True \_\_\_\_\_ b. False \_\_\_\_\_
10. Name a location you could find the SDS's  
\_\_\_\_\_
11. Hazard identification and control is important to maintain a safe work environment?  
a. True \_\_\_\_\_ b. False \_\_\_\_\_

**Subcontractor Signature** \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

### ACKNOWLEDGEMENT OF POLICIES & ORIENTATION COMPLETION

I have participated in and completed the Subcontractor Orientation for Terrafirma Resources Ltd, including all topics listed in the above checklist.

**I understand my responsibilities and requirements** as a subcontractor of this company and will abide by the rules, policies and procedures enforced by Terrafirma Resources.

I further agree that on all Terrafirma Worksites **I will wear basic PPE** including:

- flame resistant coveralls with reflective striping
- work boots
- hard hat (**side impact CSA – Class E**)
- safety glasses
- work gloves
- hearing protection (where required)

I agree that the PPE to be worn will be in compliance with the OHS Code and Terrafirma Company policy and that it will be suitable for the task being performed.

I also agree that **I will not wear hoodies on any of TAQA NORTH worksites.**

Terrafirma Resources requires **all workers to be fit for duty.** Terrafirma will not tolerate or condone any work activities while under the influence of drugs or alcohol. If you are taking prescription medication, you are required to report this to your supervisor immediately.

Any employee or subcontractor found to be in **non-compliance with the drug and alcohol policy will be subject to serious consequences.** By signing below, you agree to abide by this policy.

Should I have any questions or concerns I am aware that Terrafirma Resources has an open-door policy and I may approach management with any such concerns.

**If I am asked to perform a task and I do not understand what is being asked of me, I will STOP and ask questions. I will not perform a task unless I feel confident that I am qualified to do so and understand how to complete the task.**

Subcontractor Signature \_\_\_\_\_



## Subcontractor Orientation

### CONFIDENTIALITY AGREEMENT

THIS AGREEMENT made as of the \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

#### BETWEEN:

**846592 Alberta Ltd.** operating as **TERRAFIRMA RESOURCES**, a body corporate incorporated under the laws of the Province of Alberta (the Employer)

OF THE FIRST PART

-and-

\_\_\_\_\_, an individual residing in or near  
(your name)  
the town/municipality of \_\_\_\_\_, in the Province of \_\_\_\_\_ (the Subcontractor).

#### WHEREAS:

- a. **The Employer wishes to establish an understanding** with the Subcontractor in regard **to the confidentiality obligations which are expected and understood** to exist in respect of the continued employment by the Employer of the Subcontractor;
- b. It is extremely important to the Employer that the private or confidential information and affairs of the Employer be maintained in confidence.

**NOW THEREFORE THESE PRESENTS WITNESS** that, in consideration of the continued employment of the Subcontractor by the Employer, the parties hereto agree as follows:

1. The Subcontractor will not, either during the term of his employment by the Employer or at any time thereafter, disclose or reveal in any manner whatsoever the private affairs of the Employer or any of its affiliates, 846592 Alberta Ltd. operating as Terrafirma Resources, or the respective directors or shareholders, to any other person, firm or corporation, nor will he use, directly or indirectly, any confidential information which he may acquire in respect of the Employer or its said affiliates, their respective businesses or those affiliates, unless the Subcontractor shall be specifically ordered to do so by a Court of competent jurisdiction.
2. Upon termination of Subcontractor's employment, the Subcontractor shall deliver up to the Employer every and **all documents, papers, plans, brochures, projections, discussion papers, customer list, diaries** (including any diary otherwise personal to the Subcontractor that the Subcontractor has created, used or maintained, in whole or in part, at any time while a Subcontractor of the Employer), **materials and other property of any nature whatsoever of or relating to the affairs of the Employer** which may then be in his possession or under his control.



## Subcontractor Orientation

3. All material, devices, information or discoveries of any kind whatsoever disclosed to or developed by the Subcontractor in the performance of his employment services are or shall be and shall remain the property of the Employer or its affiliates. The Subcontractor shall inform the Employer of all such materials and information and shall, upon the Employer's request, deliver such materials and information to the Employer or its nominee.
4. Knowledge, information and facts as to any documents, devices or processes acquired, generated or utilized by the Subcontractor in the course of his employment or any interpretive results of said documents, devices or information or any confidential material or any confidential information or knowledge communicated to the Employer by the Employer or its officers or directors, shall be retained by the Subcontractor in confidence to be used only for the sole benefit of the Employer or its affiliates; provided however, the foregoing shall not apply as to any such information which is now generally known in the petroleum and natural gas industry or which later becomes generally known in the industry.
5. The Subcontractor acknowledges that **no, information, documents, pictures etc. pertaining to the business activities of 846592 Alberta Ltd or any of its affiliated be posted to any form of social media including but not limited to Facebook, Twitter, You tube, Instagram.**
6. All reasonable precautions shall be taken by the Subcontractor and the Employer to ensure compliance with the above conditions.
7. The obligation to hold confidential the material and data information acquired in providing the Services shall be a continuing obligation of the Subcontractor, and shall survive termination of this Agreement or any supplemental agreement.

**Failure to comply with any of the terms outlined in this agreement could result in immediate termination of the Subcontractor by 846592 Alberta Ltd.**

IN WITNESS WHEREOF the parties have executed these presents as of the day and year first hereinabove written.

**846592 Alberta Ltd. operating as TERRAFIRMA RESOURCES**

Per: \_\_\_\_\_ (print)

Per: \_\_\_\_\_ (sign)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print Name



## Subcontractor Orientation

### Subcontractor Orientation Checklist

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

TOPIC	Check ✓
<b>ADMINISTRATION</b>	
Subcontractor Information	
Consent for Drivers Abstract (if applicable)	
Electronic Deposit Form	
Safety Ticket Inventory	
Subcontractor Agreement Signed	
Insurance Certificate	
WCB Clearance	
Drug and Alcohol Policy Signed	
WHMIS – company specific information	
Quiz completed	
<b>COMPUTER BASED TRAINING</b>	
eGSO	
Fortis Power Line Video	
Client Specific Orientations	
<b>TERRAFIRMA SPECIFIC TRAINING</b>	
Health, Safety & Environmental Policy 1.1	
Responsibilities 1.4	
Company Rules 1.5	
Drug & Alcohol Policy 1.7	
Imminent Danger Policy 1.8	
Violence & Harassment Policy 10.26	
Work Alone Policy 10.27	
Hazard Assessment Completion – Recognition, Reporting & Controls 2.0	
Pre-Trip Inspection 4.2	
Equipment Maintenance Requirements 4.0	
Site Specific Emergency Response 6.0	
Near Miss/Accident/Incident Reporting 5.0	
PPE Policy	
Safe Approach Limits	
<b>SITE ORIENTATION</b>	
General Tour of Shop/Office	
First Aid / Fire Extinguisher locations	
SDS locations	





## Subcontractor Orientation

ERP Plan & Muster Area	
Restricted Areas	
Paperwork required and where to be submitted	

### Sign off on completed Orientation:

I agree that all the above topics were covered and the orientation was completed in full.

Subcontractor Name \_\_\_\_\_

Signature of Subcontractor \_\_\_\_\_

Name of Trainer \_\_\_\_\_

Signature of Trainer \_\_\_\_\_