



# Contractor Orientation

# About Nichols



Nichols is a full-service geo-environmental consulting and remediation firm providing environmental and engineering solutions across western Canada.

Nichols Provides:

- Phase I Environmental Site Assessments
- Phase II Soil and Groundwater Assessments
- Hazardous Building Material Assessments/Air Quality Monitoring
- Spill Response/Insurance Claims
- Civil Engineering Design
- Geotechnical Investigations
- Construction Supervision/Monitoring
- Site Remediation

# Nichols' Offices



## **HEAD OFFICE**

Edmonton: 17331 – 107<sup>th</sup> Avenue NW, Edmonton, Alberta

Calgary: 427 Manitou Road SE, Calgary, Alberta

Saskatoon: 4, 3342 Millar Ave, Saskatoon, Saskatchewan

# Nichols' Health and Safety Policy



- Committed to providing a workplace free from hazards by complying with the standards, rules, and regulations of the industry.
- Committed to a culture that prevents incidents that may cause harm to people, property, and/or the environment.
- Safety is an integral part of job performance and must be considered equally along with productivity, quality, and other performance objectives.
- It is the responsibility of each employee to take appropriate measures for his or her own safety and for the safety of other employees.

# Your 3 Rights



Right to Know – what hazards are present in the workplace

Right to Participate – in keeping your workplace safe and attend meetings

Right to Refuse – work that you believe to be an undue hazard

OUR WORK IS  
NEVER SO URGENT  
OR IMPORTANT  
THAT WE CANNOT  
TAKE THE TIME TO  
DO IT SAFELY!



# Violence and Harassment



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Nichols is committed to providing a physically and psychologically healthy and safe workplace. The management of Nichols recognizes that employees and the company have a shared responsibility to promote the principles of mutual respect, confidentiality, and cooperation as outlined in our policy.

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Any act of harassment or violence committed by or against any employee, client, vendor, or member of the public is **unacceptable** and **will not be tolerated**.

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Violence and/or harassment will be prevented by dealing with the complaint, keeping the complaint and identity of those involved confidential, and handling the complaint until resolved.

# Workplace Policies



**Anti-Corruption:** Nichols has a zero-tolerance policy against bribery, extortion, fraud, kickbacks and any other form of corrupt practices.

**Modern Slavery:** Nichols has a zero-tolerance stance against modern slavery and human trafficking. Our policy aims to increase awareness of these issues, implement controls for identifying and mitigating risks related to modern slavery, and uphold transparency and accountability across all our operations.

**Human Rights:** Nichols is committed to respecting and supporting the human rights of all individuals. We actively avoid engaging in or supporting activities that contribute to or benefit from human rights violations, including but not limited to forced labor, child labor, discrimination, and violations of freedom of association

For further details on these policies, please request a copies of our corporate policies.

# Drug and Alcohol Policy



Workers must be fit for duty (see slide 15 for definition).

Drugs or alcohol are strictly prohibited on-site or on a person, regardless of substance legality.

A company representative must request an employee to submit to a drug or alcohol test if the representative has reasonable grounds to believe that an employee, while at a company workplace or while on company business, is or may be unable to work in a safe manner because of the use of drugs or alcohol.

For further details on this policy, please request a copy of POL-32-DAP



# Health and Safety Responsibilities



Follow	Follow directions of prime contractor
Muster	Muster at applicable muster points
Protect	Protect yourself
Do not put	Do not put others at risk
Follow	Follow training as received
Report	Report any unsafe hazards and conditions
Report	Report near misses and incidents immediately
Ask	If you are not sure how to do something, ask
Follow	Follow all Nichols protocols

# General Job Site Rules



Use caution while driving to and from Site. Use a spotter and/or walk around when backing up/parking in unfamiliar areas.

Complete a field-level hazard assessment upon arrival at site and update accordingly when conditions change.

Check in with Nichols representatives on site.

Report any unsafe hazards, conditions, near misses, or incidents to a Nichols representative. Incidents must immediately be reported to a Nichols rep on site.

# Safety Tickets and Site Assessment



- All safety tickets must be available on site and provided to Nichols representative.
- Field Level Hazard Assessment (site specific hazard assessment) must be completed and submitted to Nichols on site representative to review at the start of the day.

# Job-Site Emergency Response Procedures



- The full list of emergency response information can be found on the Emergency Response Plan (ERP) for the site.
- Review the site-specific emergency response plans during the tailgate safety meeting.
- Keep calm and stay safe.
- Follow directions and/or help direct others on site.

# Fit for Duty - Definition



## **All contractor personnel must be fit for duty:**

Fit for duty is a condition in which an employee's physical, physiological, and psychological state enables them to continuously perform assigned tasks safely.

- **Physical requirements:** This includes meeting the physical demands of the job, possessing sufficient strength, and maintaining good vision and hearing capabilities.
- **Physiological conditions:** This includes factors such as fatigue, stress levels, and the influence of alcohol and drugs, as well as any potential workplace exposures that may impact their ability to perform their duties safely.
- **Psychological condition:** This includes a worker's commitment, risk tolerance, emotional state, cultural considerations, and/or phobias that may impact their ability to perform their duties safely.

# Fit for Duty Factors



# Steps to Respond to an Unfit Worker



Steps to respond to an unfit worker:

1. Observe the individual and identify any signs of unfitness for duty.
2. Immediately notify the project manager about the unfit worker.
3. Depending on the severity of the worker's condition and the nature of their role, consider temporarily removing them from their duties or assigning modified duties that align with their current abilities and restrictions. This step helps protect the worker and prevent any potential risks.
4. Continuously review the worker's progress and re-evaluate their fitness for duty at appropriate intervals.
5. Maintain strict confidentiality regarding the worker's medical information and only disclose it on an as-needed basis.

# Hazard Reporting/Incident & Near Miss Reporting



- Near Misses/Hazards are to be brought up to the Nichols representative on Site and talked about via an additional Site/safety meeting.
- Incidents must immediately be reported to a Nichols rep on site.



# Personal Protective Equipment



Workers are required to always wear appropriate PPE while working on a site.

## **Mandatory Minimum PPE:**

- High-Visibility Vest
- CSA-Approved Steel-Toed Boots

# Nichols Zero Tolerance



## Zero Tolerance:

Of drugs and alcohol

Of violence and harassment

Of misuse of equipment

## You Must:

Report all unsafe acts and conditions, including near misses

Wear appropriate clothing/PPE and be fit for duty

Operate vehicles in accordance with provincial laws and site rules

Inspect tools and equipment prior to operation and remove from service when unsafe

Keep work area clean, following proper housekeeping rules

Attend all tailgate meetings and sign onto FLHAs

All field tickets and invoices must reference the Nichols job number!!

# Non- Compliance



## **Contractor Non-Compliance**

Non-compliance shall be grounds for temporary or permanent termination of the contract.

# Thank You

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