2025 CONTRACTOR KICK OFF SESSIONS

Housekeeping

Agenda

TOPIC	DURATION
Opening Remarks	5 minutes
Land Acknowledgement	5 minutes
Procurement Presentation	10 minutes
HSE Requirements & Updates	20 minutes
ATS Traffic Presentation	20 minutes
Break	15 minutes
ISNetWorld Presentation	30 minutes
HSE Leadership Presentation	20 minutes
Environmental Team Presentation	15 minutes
Closing Remarks	5 minutes

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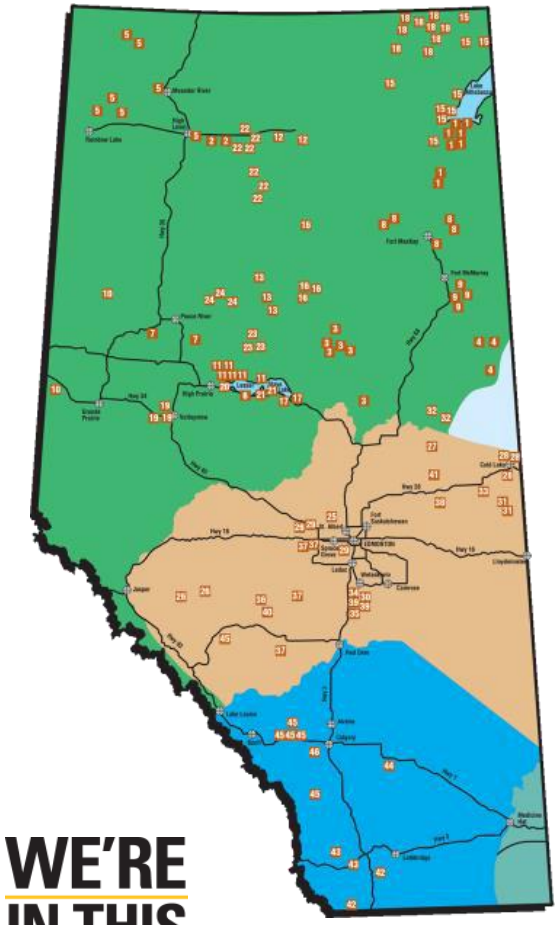
Land Acknowledgement



We respectfully acknowledge that we are located on Treaty 6 territory, and respect the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

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Opening Message from Leadership

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Procurement Presentation

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Procurement Overview 2025

- **Supplier Code of Conduct**
- **Procurement Opportunities**
- **Procurement Best Practices**

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Supplier Code Standards of Business Conduct

1. EPCOR Canada launched the Supplier Code of Conduct (“Supplier Code”) on January 1, 2025.
2. The EPCOR Supplier Code of Conduct communicates EPCOR’s expectations and requirements (i.e., Standards of Business Conduct) for its Suppliers.
3. EPCOR’s Supplier Code was developed as part of our 2024 action plan to respond to new Federal Modern Anti-Slavery legislation: Bill S-211 ***the Fighting Against Forced Labour and Child Labour in Supply Chain Act***
4. The Supplier Code of Conduct is complementary to EPCOR contract/purchase order terms and conditions
5. Applies to ALL EPCOR Suppliers (including through purchases made on P-Card/sign offs)

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Why a Supplier Code of Conduct?

1. Ensures Ethical Standards
2. Enhances Reputation
3. Mitigates Risk
4. Promotes Fair Labour Practices
5. Environmental Responsibility
6. Drives Continuous Improvement
7. Aligns with Corporate Values
8. Aligns with peers and best practice

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Why a Supplier Code of Conduct?

The supplier code of conduct set minimum expectations or standards related to a wide range of business conduct including:

- Health & Safety
- Environmental Stewardship
- Business Ethics
- Modern Slavery
- Discrimination & Harassment
- Alcohol & Drugs
- Freedom of Association and Collective Bargaining
- Working Hours, Wages & Benefits
- Indigenous Relations
- Confidential Information
- Communication
- Reporting of violations

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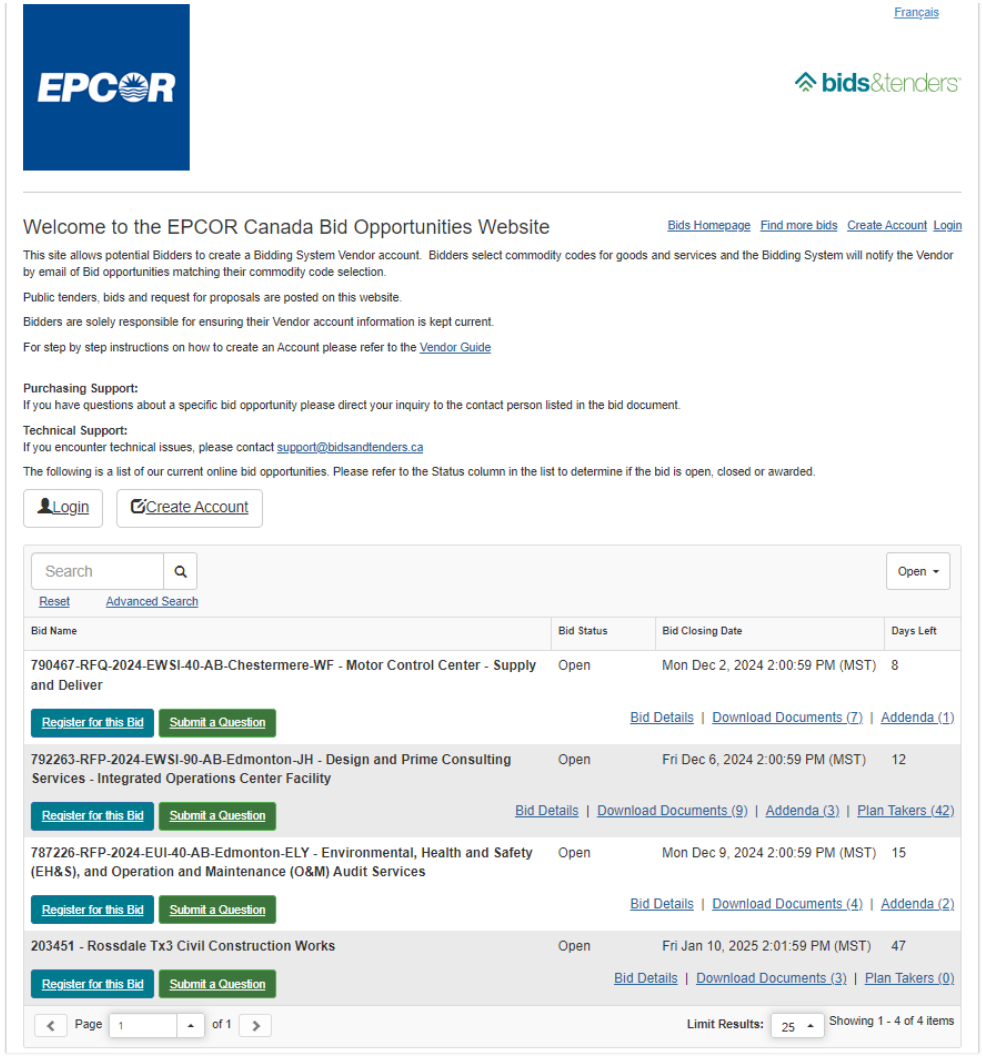
2025 Procurement Opportunities



Français

bids&tenders

Welcome to the EPCOR Canada Bid Opportunities Website

Bids Homepage | Find more bids | Create Account | Login

This site allows potential Bidders to create a Bidding System Vendor account. Bidders select commodity codes for goods and services and the Bidding System will notify the Vendor by email of Bid opportunities matching their commodity code selection.

Public tenders, bids and request for proposals are posted on this website.

Bidders are solely responsible for ensuring their Vendor account information is kept current.

For step by step instructions on how to create an Account please refer to the Vendor Guide

Purchasing Support:
If you have questions about a specific bid opportunity please direct your inquiry to the contact person listed in the bid document.

Technical Support:
If you encounter technical issues, please contact support@bidsandtenders.ca

The following is a list of our current online bid opportunities. Please refer to the Status column in the list to determine if the bid is open, closed or awarded.

Login | Create Account

Search | Open

Reset | Advanced Search

Bid Name	Bid Status	Bid Closing Date	Days Left
790467-RFQ-2024-EWSI-40-AB-Chestermere-WF - Motor Control Center - Supply and Deliver	Open	Mon Dec 2, 2024 2:00:59 PM (MST)	8
Register for this Bid | Submit a Question		Bid Details | Download Documents (7) | Addenda (1)	
792263-RFP-2024-EWSI-90-AB-Edmonton-JH - Design and Prime Consulting Services - Integrated Operations Center Facility	Open	Fri Dec 6, 2024 2:00:59 PM (MST)	12
Register for this Bid | Submit a Question		Bid Details | Download Documents (9) | Addenda (3) | Plan Takers (42)	
787226-RFP-2024-EUI-40-AB-Edmonton-ELY - Environmental, Health and Safety (EH&S), and Operation and Maintenance (O&M) Audit Services	Open	Mon Dec 9, 2024 2:00:59 PM (MST)	15
Register for this Bid | Submit a Question		Bid Details | Download Documents (4) | Addenda (2)	
203451 - Rossdale Tx3 Civil Construction Works	Open	Fri Jan 10, 2025 2:01:59 PM (MST)	47
Register for this Bid | Submit a Question		Bid Details | Download Documents (3) | Plan Takers (0)	

Page 1 of 1 | Limit Results: 25 | Showing 1 - 4 of 4 items

- www.epcor.com
- epcor.bidsandtenders.ca
- Home - Purchasing Connection (alberta.ca)
- Supply Change™ - CCIB (ccab.com)

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2025 Procurement Opportunities

Corporate

- Hydrovac / Direct Drilling (Q4)

Water Services

- Ditches & Culvert Repair – (Q1)
- General Contractor RFP – (Q2)
- Tunnel Deep Sewer Cleaning- (Q2)

Distribution &Transmission

- Urban Utility Design and Engineering Services (Q2/Q3)
- Civil Construction for Utility Distribution Ductbanks (Q2)
- Electrical Product Supply (Q1/Q2)

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Bidding Best Practices

- Regularly review Supplier Code of Conduct
- Review all documents in their entirety
- All questions and Inquires should be submitted to the Procurement representative through bids and tenders
- Responses are evaluated based on the evaluation criteria posted
- Provide enough time to submit your response
- Provide unable to bid response and reason why
- Reach out to your Procurement Representative for feedback

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Procurement 2025 Overview

Questions and Inquiries

For more information regarding Procurement and upcoming projects:

- EPCOR Water : Arlyn Edmondson / Tarek Hajjar
- EPCOR Distribution & Transmission: Jaret Zielke
- EPCOR Utilities/ EPCOR Commercial Services: Dan Lajeunesse

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QUESTIONS & ANSWERS

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HSE Requirements and Updates

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Topics

- **Overview**
  - 5 Year HSE plan
  - Statistics
  - Life Saving Rules
  - Contractors & Suppliers page Updates (EPCOR.com)
- **Information Sharing**
  - Safety Bulletin/Lessons Learned Repository
  - Contractor Consultation
- **Contractor Premobilization**
  - Premobilization checklist updates, A&D requirements
- **General Reminders**
  - A&D, inspections, ERP, incident notification, monthly reporting

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EPCOR'S 5-Year HSE Plan

1. A culture of trust, engagement, performance and accountability
2. A culture of care and inclusion to yield innovation and success
3. Our people having the tools to keep themselves and others safe, including effective safety systems

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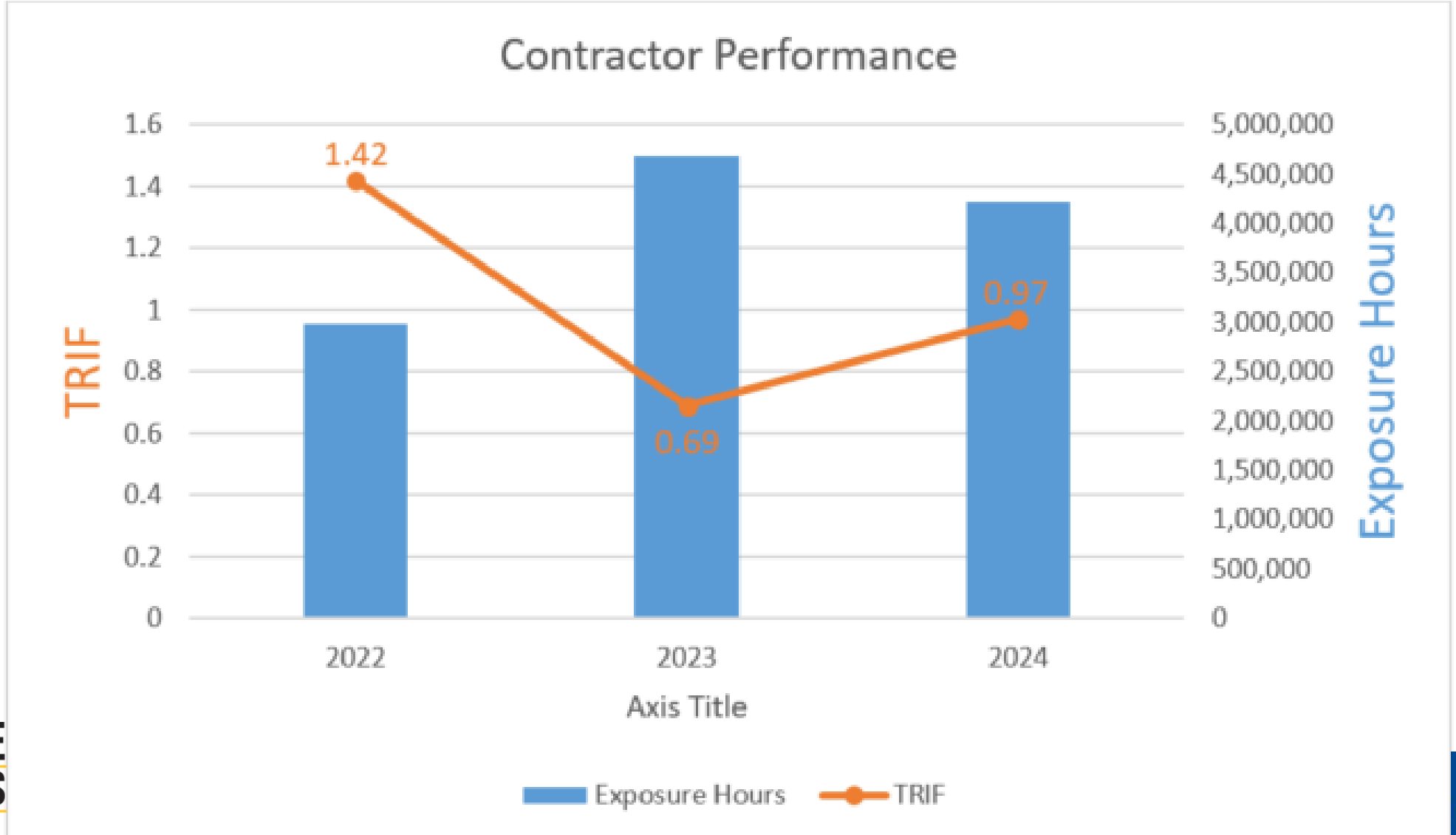
Contractor Metrics



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Life-Saving Rules

Symbol	LSR	Symbol	LSR
	1. Assess all Ground Disturbance Hazards		5. Protect Yourself when Working at Heights
	2. Do not violate the Limits of Approach Rules		6. Do not Enter a Confined Space without Authorization
	3. Ensure Isolation of Hazardous Energy Sources		7. Follow the Prescribed Lift Plans and do not Work or Walk Under Suspended Loads
	4. Do not work under the Influence of Alcohol or Drugs		

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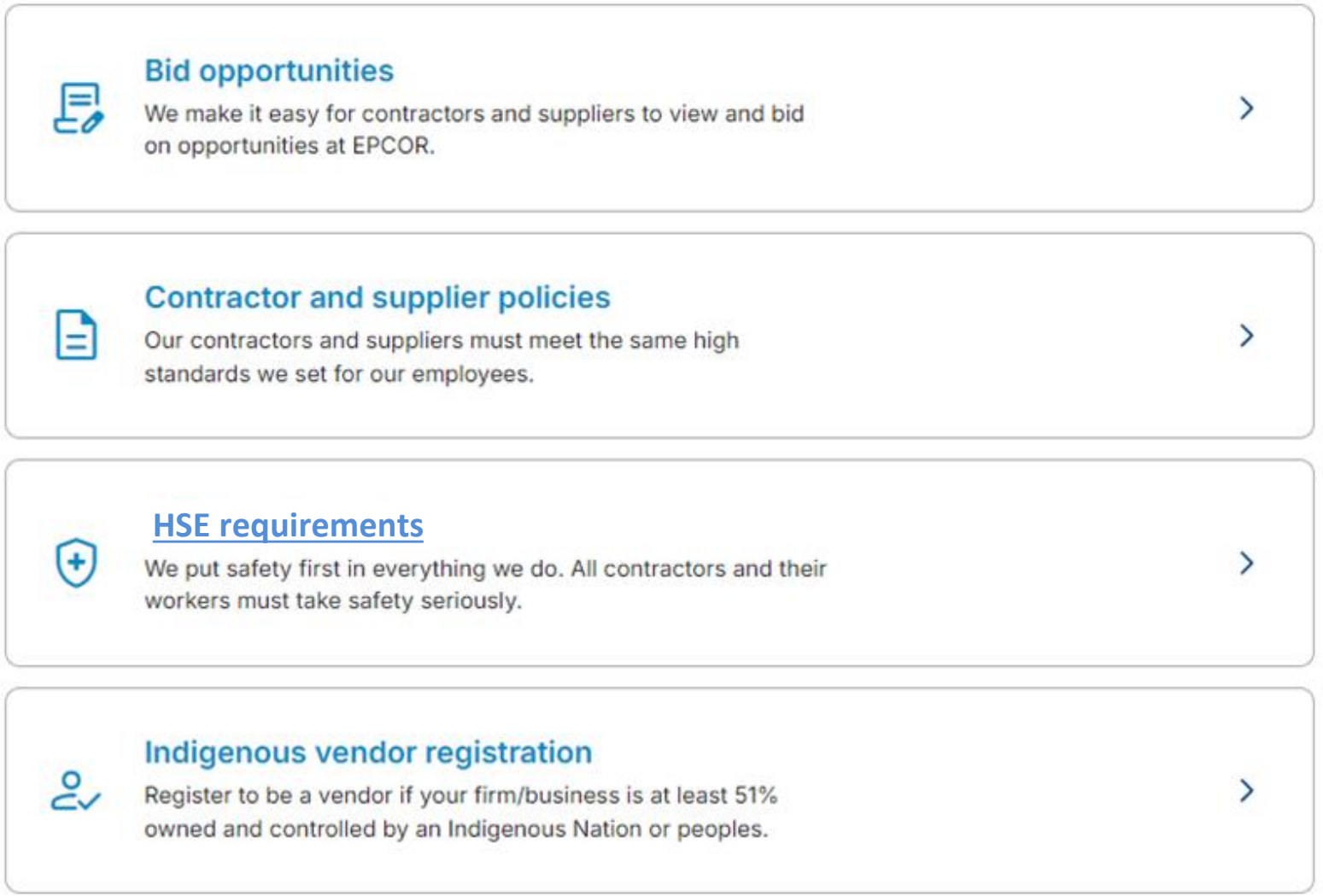
EPCOR.com > Contractors & Suppliers Page



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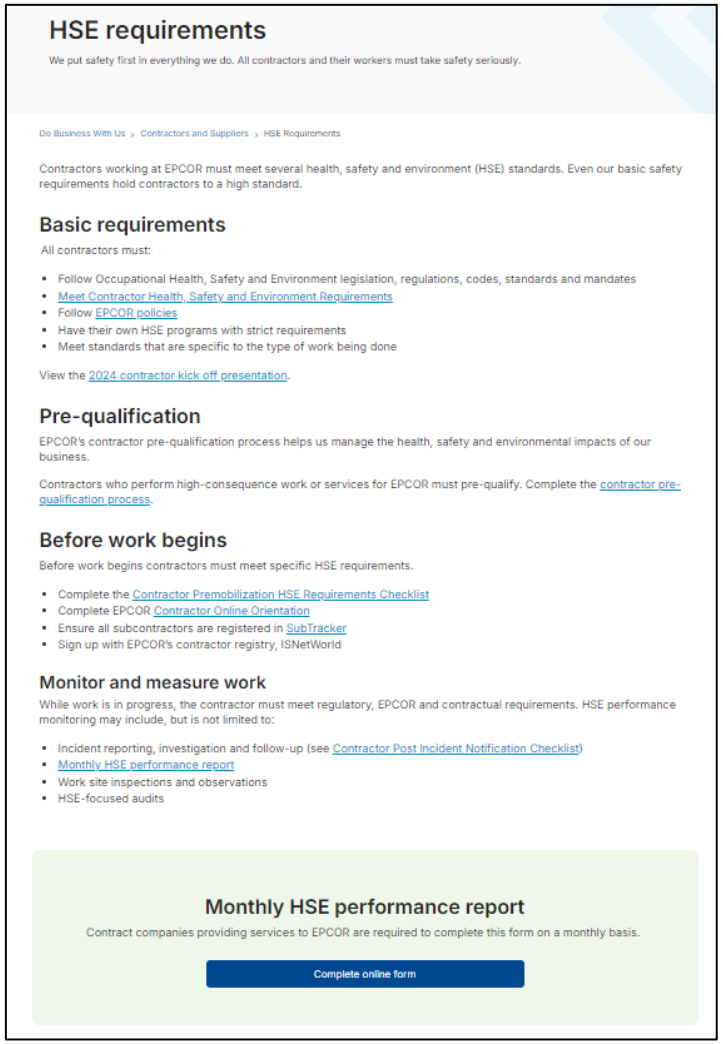
EPCOR.com > Contractors & Suppliers Page



HSE requirements

We put safety first in everything we do. All contractors and their workers must take safety seriously.

Do Business With Us › Contractors and Suppliers › HSE Requirements

Contractors working at EPCOR must meet several health, safety and environment (HSE) standards. Even our basic safety requirements hold contractors to a high standard.

Basic requirements

All contractors must:

- Follow Occupational Health, Safety and Environment legislation, regulations, codes, standards and mandates
- Meet Contractor Health, Safety and Environment Requirements
- Follow EPCOR policies
- Have their own HSE programs with strict requirements
- Meet standards that are specific to the type of work being done

View the 2024 contractor kick off presentation.

Pre-qualification

EPCOR's contractor pre-qualification process helps us manage the health, safety and environmental impacts of our business.

Contractors who perform high-consequence work or services for EPCOR must pre-qualify. Complete the contractor pre-qualification process.

Before work begins

Before work begins contractors must meet specific HSE requirements.

- Complete the Contractor Premobilization HSE Requirements Checklist
- Complete EPCOR Contractor Online Orientation
- Ensure all subcontractors are registered in SubTracker
- Sign up with EPCOR's contractor registry, ISNetWorld

Monitor and measure work

While work is in progress, the contractor must meet regulatory, EPCOR and contractual requirements. HSE performance monitoring may include, but is not limited to:

- Incident reporting, investigation and follow-up (see Contractor Post Incident Notification Checklist)
- Monthly HSE performance report
- Work site inspections and observations
- HSE-focused audits

Monthly HSE performance report

Contract companies providing services to EPCOR are required to complete this form on a monthly basis.

Complete online form

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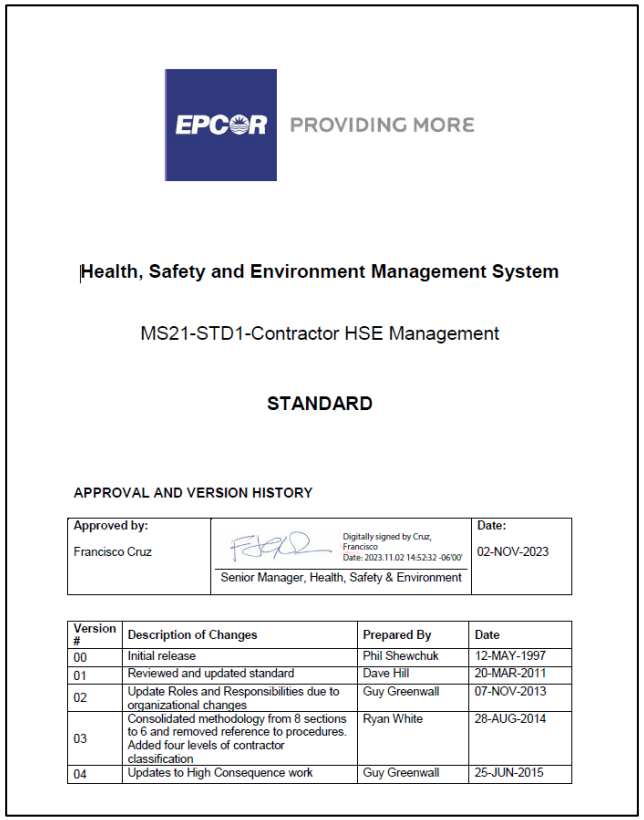
Contractor Management Standard Update

- The updated standard will be effective January 2026
- The new approach to the standard includes:
  - Less prescriptive language
  - Aligns contractor management strategy across EPCOR
  - Allows for EPCOR business units to develop processes that fit their unique needs
- We do not anticipate any significant changes to the way contractors will work with EPCOR
- Additional information will be provided to contractors prior to the rollout in January of 2026



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Health, Safety and Environment Management System

MS21-STD1-Contractor HSE Management

STANDARD

APPROVAL AND VERSION HISTORY

Approved by:		Date:
Francisco Cruz	Digitally signed by Cruz, Francisco Date: 2023.11.02 14:52:32 -06'00' Senior Manager, Health, Safety & Environment	02-NOV-2023

Version #	Description of Changes	Prepared By	Date
00	Initial release	Phil Shewchuk	12-MAY-1997
01	Reviewed and updated standard	Dave Hill	20-MAR-2011
02	Update Roles and Responsibilities due to organizational changes	Guy Greenwall	07-NOV-2013
03	Consolidated methodology from 8 sections to 6 and removed reference to procedures. Added four levels of contractor classification	Ryan White	28-AUG-2014
04	Updates to High Consequence work	Guy Greenwall	25-JUN-2015

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Updates – Information Sharing

Safety Communications

- Online repository containing various contractor relevant safety information
  - Provide contractors access to information at their convenience
  - Eliminates individual emails for each safety bulletin
- Currently in development - roll out TBD

Contractor Collaboration

- Collaborating with contractors to help EPCOR create processes that work
  - Request feedback on program updates and changes
  - Contractors ‘test drive’ new/updated processes to gain insight prior to finalizing and roll out
  - Always open to collaboration opportunities – please reach out if you have suggestions

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Contractor Premobilization

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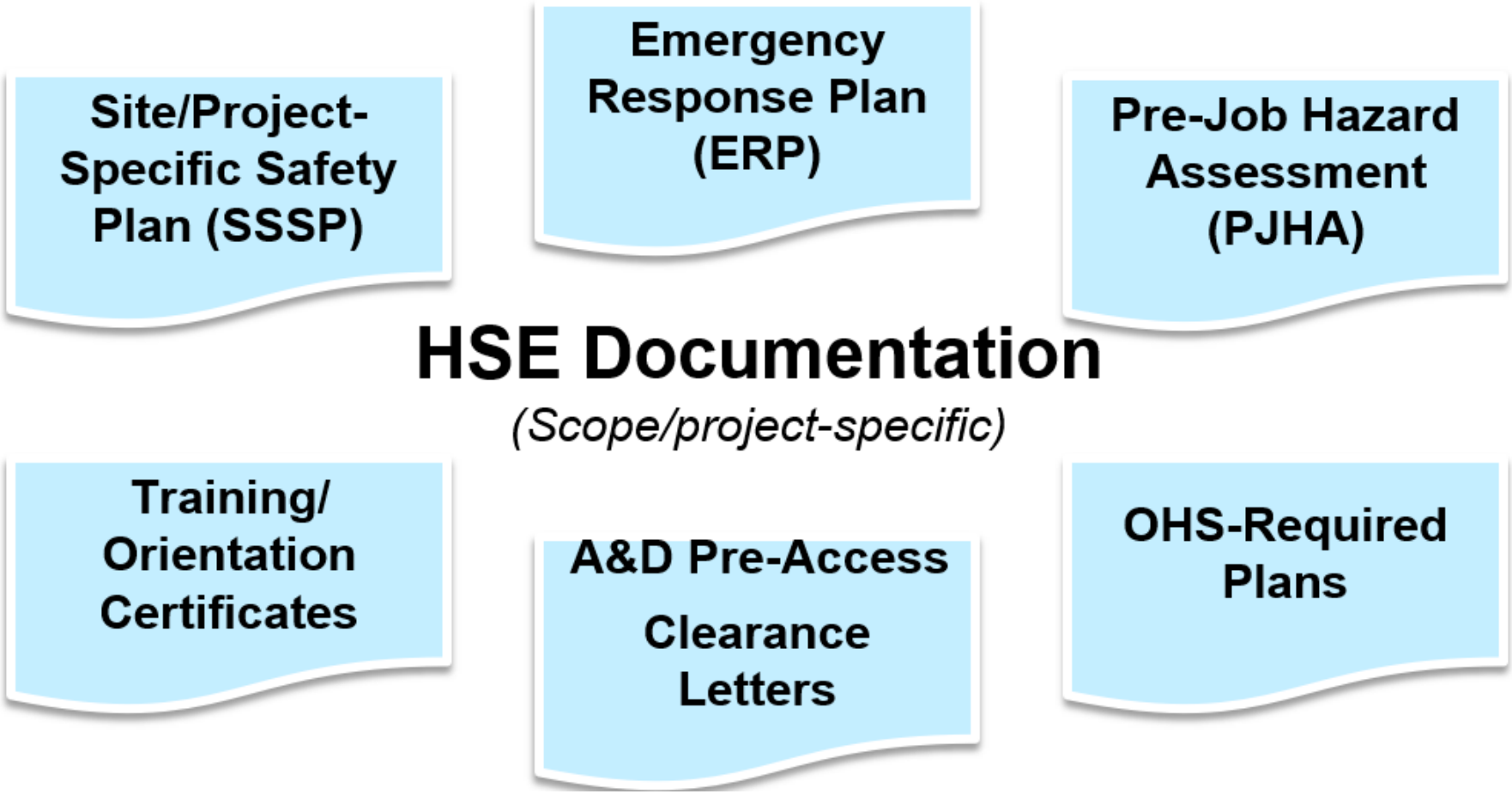
Premobilization Documentation



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Premobilization Documentation

Updated Premobilization HSE Checklist

- Incorporated feedback from contractor consultation, in addition to general feedback received throughout the year
- Updated version will be available later this week and it will be mandatory by March 1.
  - This can be accessed via the HSE requirements link on the Contractors and Suppliers page on EPCOR.com
- Please avoid saving documents on your desktop as they may not reflect the most current version

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Premobilization Documentation

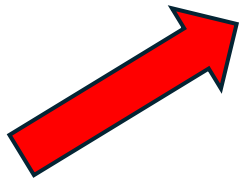
Updated Premobilization HSE Checklist

- Premob checklist will be provided by EPCOR
- Contractors to submit at least 2 weeks prior to mobilization

Last Revision: October 25, 2024

Instructions: Contractor to complete the below checklist and submit to EPCOR representative with supporting documentation as defined at each step.

Contractor Pre-mobilization Checklist	
1.1 General Information	
Date Completed:	**Project Name or Number:**
Contractor:	**Completed By:**
EPCOR Representative:	**Business Unit:** Choose an item.
ISN Status: Choose an item.	**Date Status Verified by Contractor:**
Prime Contractor Applicablility: Choose an item.	**If Assigned, also complete:** PRIME CONTRACTOR CHECKLIST



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Premobilization Documentation

Updated Premobilization HSE Checklist

1.2 Select ALL tasks required to complete the work scope:	If known, supply subcontractor company name:
☐ Use of mobile equipment (i.e., non-licensed vehicles)	
☐ Hazards where occupational exposure control is required	
☐ Confined space entry	
☐ When personal fall protection equipment is required	
☐ Demolition	
☐ Hazardous Energy Isolation	
☐ Electrical work	
☐ Hot work	
☐ Work on, over, or in open water	
☐ Rigging or hoisting with a lifting device over 2 ton capacity	
☐ Ground disturbance	
☐ Working in an excavation Choose method to protect worker	
☐ Working on or directly adjacent to a public roadway where traffic control is required	
☐ Working in a substation or switc	
☐ Rescue services	
☐ Supervising and/or directing hig	
☐ Any other work deemed to be high consequence by the Owner Representative and Health and Safety	

Choose method to protect worker
Benching
Cutting back
Shoring
N/A (less than legally required)

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Premobilization Documentation

Premobilization Checklist – General Reminders

Required Rescue plans *Required plans do not contain a strikethrough	
~~Confined Space Rescue Plan~~	☐ Provided ☑ N/A
Fall Rescue Plan	☑ Provided ☐ N/A
~~Trench Rescue Plan~~	☐ Provided ☑ N/A
Pre-mobilization Meeting:	
Contractors must attend a pre-mobilization (also called pre-construction meeting or project kick-off meeting) prior to the work commencing. The meeting is led by the EPCOR Representative and supported by HSE. The contractor is expected to have in attendance their project lead, HSE representative and the person in-charge at the Work site and representation from all known sub-contractors	☐ Pre-mobilization meeting: Date:
Pre-access A&D Testing and Clearance Letter:	
Any safety-sensitive workers (i.e., those performing high consequence work) who will be working on an EPCOR site must have pre-access testing completed. EPCOR may request a clearance letter to verify compliance. EPCOR's A&D Standard for Contractors can be found here: https://www.epcor.com/about/working-with-epcor/contractors-	☐ Captured in matrix TO TRAINING MATRIX ☐ Provide clearance letters for each worker (when requested).

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Premobilization Documentation

Premobilization Checklist – General Reminders

*Below is a list of additional training required to be added to the training matrix based on scope of work selected		
* If highlighted green, the training must be added to the training matrix		
Aerial Work Platform	~~Flagging/Traffic Control~~	~~Respiratory Protection (and Fit Testing)~~
~~Confined Space Entry and Monitoring~~	~~Ground Disturbance - Level 2 (Supervisor)~~	~~Silica Awareness~~
~~Confined Space Rescue~~	~~H2S Awareness~~	~~Asbestos Awareness~~
Fall Protection		~~Hoisting and Rigging~~

						Yes / No / N/A or where applicable *capture date of expiry*	
Worker Name:	**A&D clearance letter[1]**	**CSTS**	**EPCOR orientation**	**First Aid**	**WHMIS**	**Fall Protection**	**Aerial Work Platform**
First Last	YYYY-MM-DD	(Y/N)	YYYY-MM-DD	YYYY-MM-DD	(Y/N)	YYYY-MM-DD	YYYY-MM-DD

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General Reminders

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A&D Requirements for Contractors

- All workers must be fit for duty (i.e., free of impairment)
- A&D testing conditions (for all safety-sensitive positions):
  - Pre-access
  - Post-incident
  - Reasonable cause / unfit-for-duty
- Safety-sensitive position:
  - Defined in the A&D Standard

Failure to test and/or to provide a compliant result will result in a worker being *ineligible to* work on EPCOR sites

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A&D Requirements for Contractors

Testing protocol: 8 panel plus Fentanyl

- Cannabis
- Cocaine
- Opioids (codeine/morphine)
- Hydocodrone/Hydromorphone
- Oxycodone/Oxymorphone
- Acetylmorphine (Heroin)
- Amphetamines (amphetamine, methamphetamine, MDMA, MDA)
- Phencyclidine (PCP)
- Fentanyl

…and a Blood Alcohol Test (BAT)

Period of validity = 90 days*

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Inspections and Regulatory Visits

Inspections & Observations

- If work is forecasted to be > 5 business days in continuous duration, weekly formal inspections are required
- Involve Subcontractors
- Joint worksite inspections with EPCOR are encouraged

Regulatory Visits

- OHS Inspector/Investigator
- EPCOR Representative must be notified immediately
- Documentation issued by regulator to be shared with EPCOR

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Emergency Preparedness and Response

Have a plan

OHS Legislation requires employers to:

- Establish an emergency response plan for emergencies that may require rescue or evacuation
- Workers be involved in establishing the emergency response plan
- The emergency response plan is current

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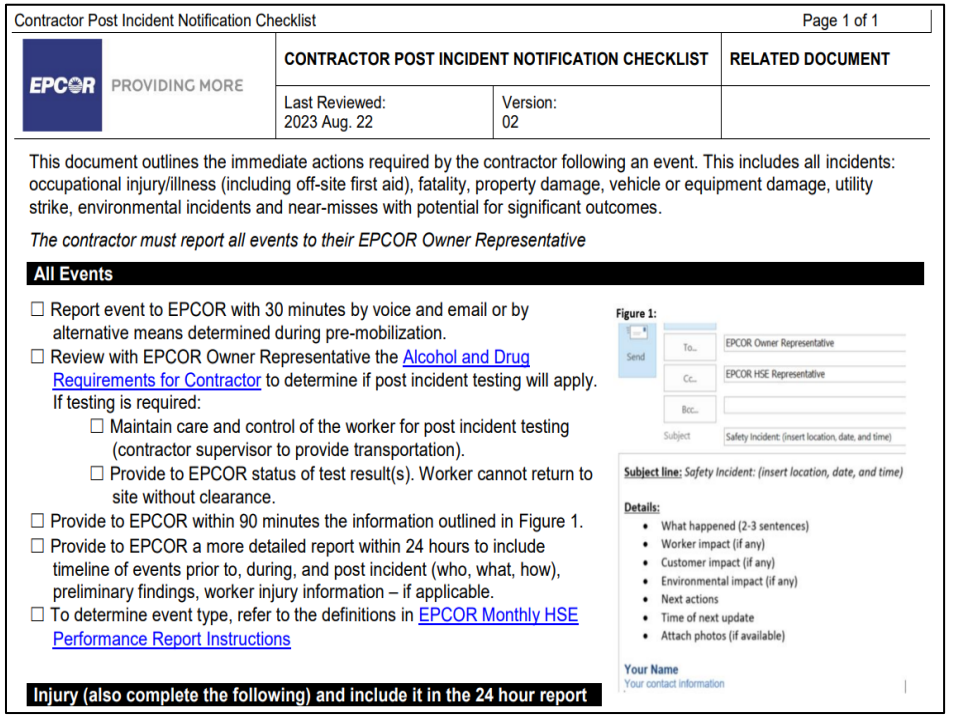
Incident Management

STOP WORK

Post Incident Notification Checklist:

- Immediate notification to EPCOR Rep <30mins
- *Report until an EPCOR representative is notified* ***don't just leave a voicemail****
- EPCOR A&D post-incident testing protocols
- Preliminary report to EPCOR Rep <24hours
- Investigation report <7days



Contractor Post Incident Notification Checklist — Page 1 of 1

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CONTRACTOR POST INCIDENT NOTIFICATION CHECKLIST	RELATED DOCUMENT
Last Reviewed: 2023 Aug. 22 / Version: 02	

This document outlines the immediate actions required by the contractor following an event. This includes all incidents: occupational injury/illness (including off-site first aid), fatality, property damage, vehicle or equipment damage, utility strike, environmental incidents and near-misses with potential for significant outcomes.

The contractor must report all events to their EPCOR Owner Representative

All Events

- ☐ Report event to EPCOR with 30 minutes by voice and email or by alternative means determined during pre-mobilization.
- ☐ Review with EPCOR Owner Representative the Alcohol and Drug Requirements for Contractor to determine if post incident testing will apply. If testing is required:
  - ☐ Maintain care and control of the worker for post incident testing (contractor supervisor to provide transportation).
  - ☐ Provide to EPCOR status of test result(s). Worker cannot return to site without clearance.
- ☐ Provide to EPCOR within 90 minutes the information outlined in Figure 1.
- ☐ Provide to EPCOR a more detailed report within 24 hours to include timeline of events prior to, during, and post incident (who, what, how), preliminary findings, worker injury information – if applicable.
- ☐ To determine event type, refer to the definitions in EPCOR Monthly HSE Performance Report Instructions

Injury (also complete the following) and include it in the 24 hour report

Figure 1:

Send | To.. EPCOR Owner Representative | Cc.. EPCOR HSE Representative | Bcc.. | Subject Safety Incident: (insert location, date, and time)

Subject line: *Safety Incident: (insert location, date, and time)*

Details:

- What happened (2-3 sentences)
- Worker impact (if any)
- Customer impact (if any)
- Environmental impact (if any)
- Next actions
- Time of next update
- Attach photos (if available)

Your Name
Your contact information

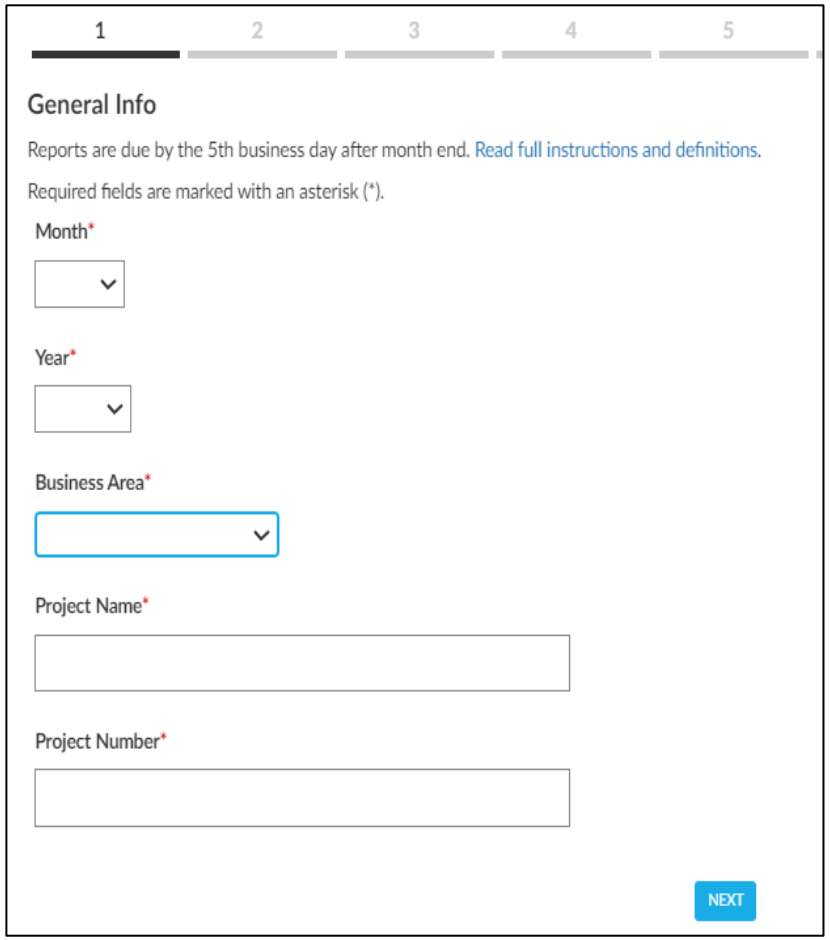
Monthly HSE Performance Reporting

Monthly HSE Performance

- Reporting and Instructions
- Due by the 5th business day of the following month
- Leading/lagging indicators
- Exposure hours (contractor and subcontractors)

Requirements

- Report separately for each project or P.O
- Report all billable hours worked on an EPCOR site



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[Link to entry portal is located at the bottom of the Contractors & Suppliers HSE page on EPCOR.com]

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General Reminders

Contractor Safety Orientations

- Required for all workers, *prior to* arrival on site.

Premobilization HSE documentation

- Submitted 2 weeks prior to mobilization.

Scope-specific HSE information

- Will be shared during future meetings with your EPCOR Representative.

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QUESTIONS & ANSWERS

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ATS Traffic Presentation
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Up next, we have Alberta Traffic services who provides flagging and traffic accommodation planning for all of the Business units of EPCOR and many of our contractors. ATS is going to take us through their experience, and how they grew their health and safety program with a focus on continuous improvement.

ATS Traffic

atstraffic.ca | Since 1966

Safety Program Upgrades

EPCOR Presentation – Feb 2025

Safety Program Upgrades

Why?

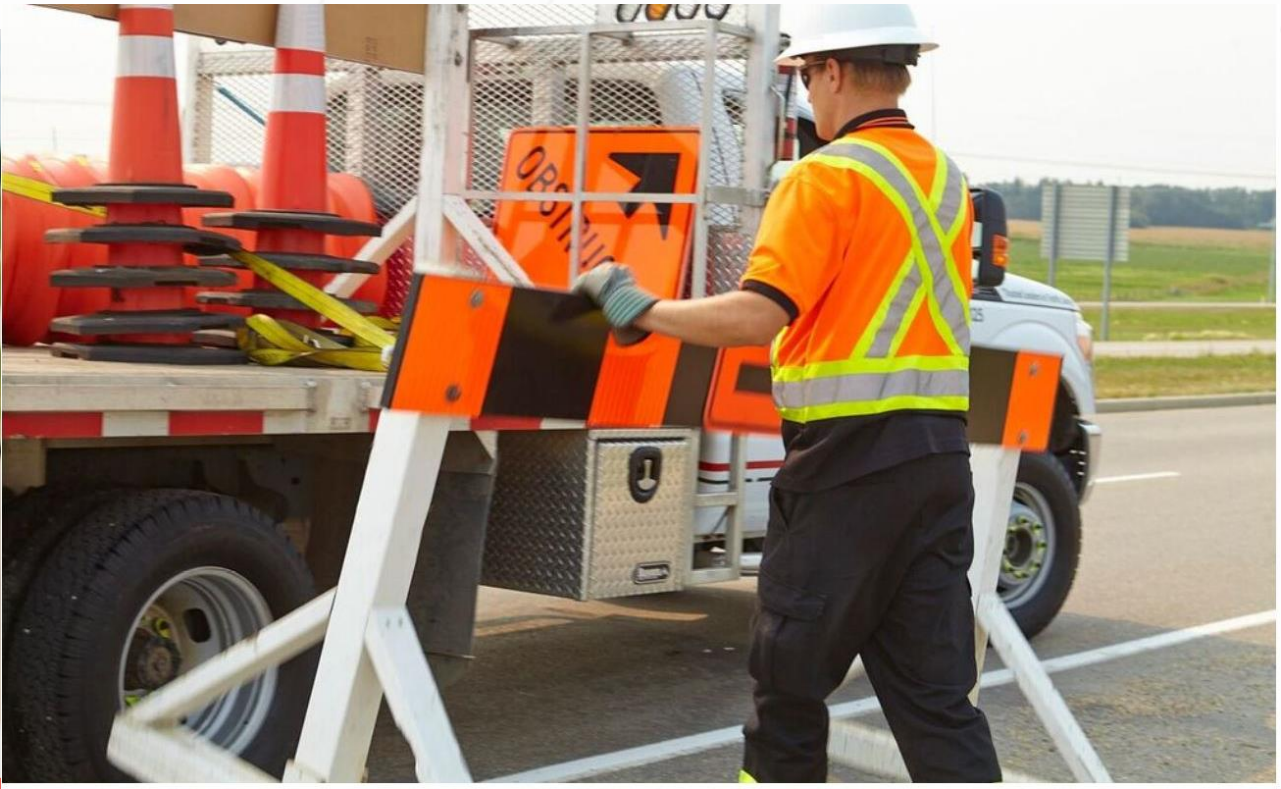
- Our People Matter
- Incident reaction
- Dedication to continuous improvement
- Safe worksites benefit everyone

Incident Snapshot

Flagging a Blind Corner

- Low-speed vehicle collision
- Communication breakdown
- Site leads
- Incident investigation completed
    - Corrective actions identified/completed
    - Gaps identified in investigation/corrective actions

Post Incident



Need to re-vamp process

- Immediate escalation
- Defined severity
- Documentation technology
- Incident review

- Transparent, timely, accountable
- Continuous review

Flagger Competencies & Training

Better Processes Required

- Identify individual competencies
- Tracking via matrix
- Continuous monitoring
- Above and beyond training
    - All team members

Competencies in the Field

Utilizing expertise

- Define traffic control complexity
- Site inspections
- Tailored labour utilization
- On-going communication
- Continuous monitoring

Training Highlight – Radio Communication

STANDARDIZATION AND TRAINING

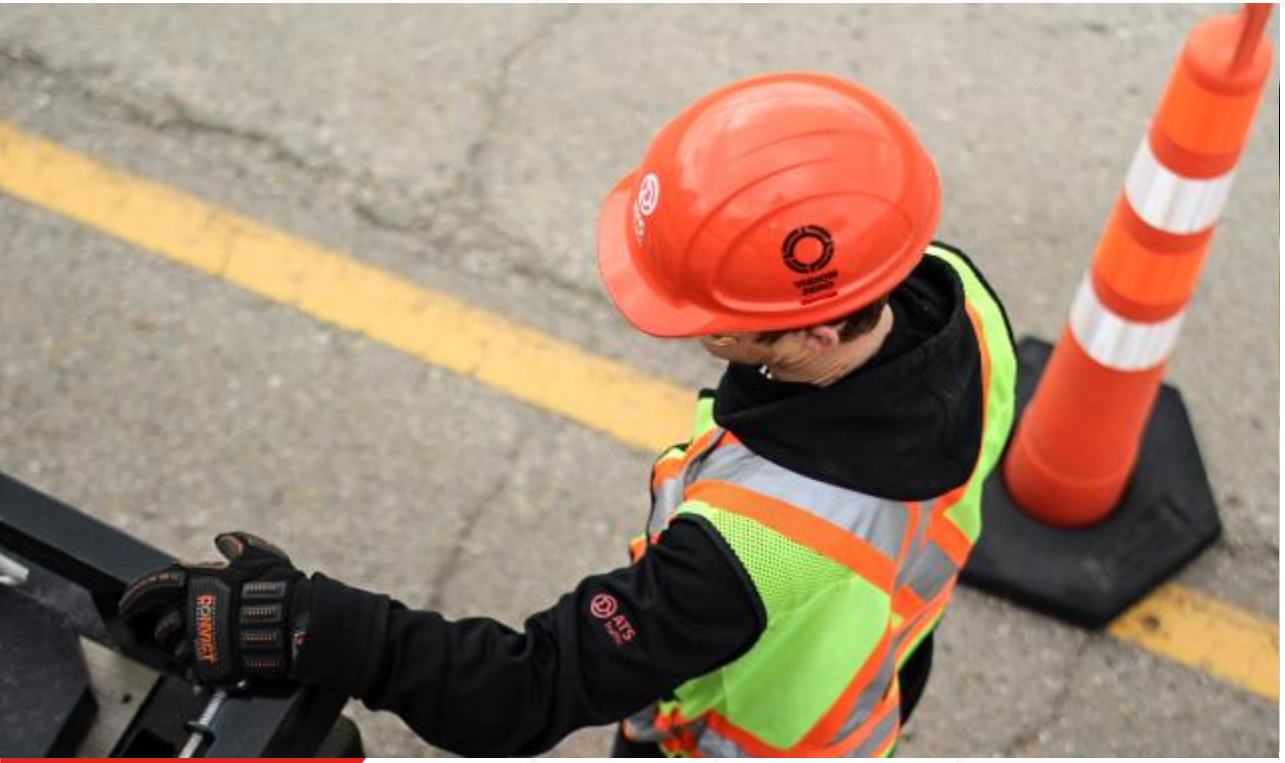
01 **Clear Procedure**

02 **Mandatory Training**

03 **Continuous Monitoring**

04 **Annual Re-Training**

Continuous Monitoring & Improvement



Site inspections & visits

- Identify expertise and gaps
- Maintain high standards
- Tracked and reported

Behaviour-based safety approach

- Integrated organization-wide
- Increased field observations
- Intervention in unsafe behaviours

Summary

- Learning opportunities
- Organizational flexibility
- Continuous improvement
- Safety forward

SAFETY MATTERS TO US. BECAUSE YOU MATTER.

QUESTIONS & ANSWERS

WE'RE IN THIS TOGETHER.

EPCOR

THANK YOU!

Break – 15 minutes

WE'RE IN THIS TOGETHER.

EPCOR

EPCOR
ISNetWorld Presentation
WE'RE
IN THIS
TOGETHER.

EPCOR Contractor Awareness

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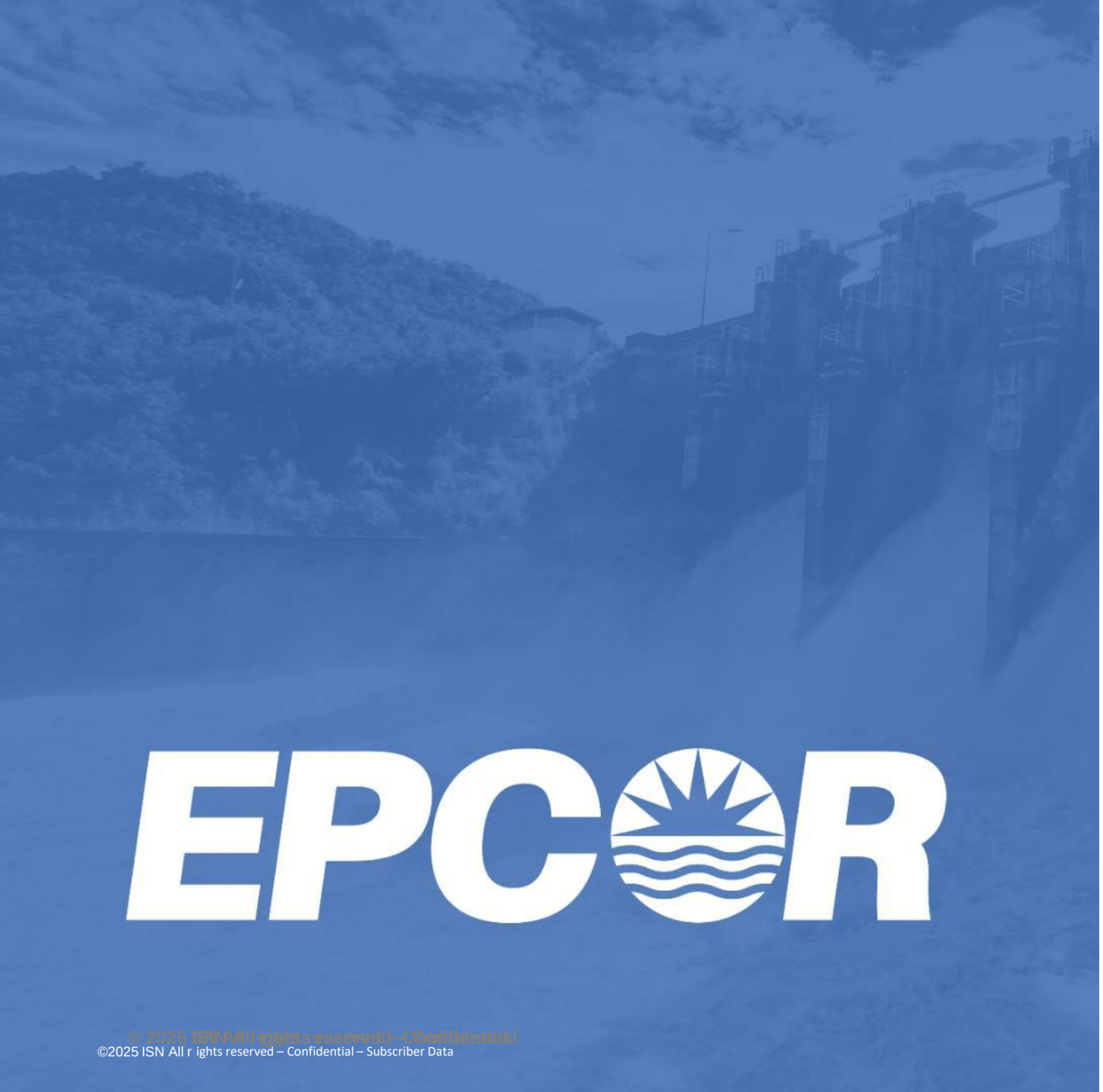

Why EPCOR partners with ISN

- Increases **due diligence** and contractor compliance.
- **Streamlines** process for gathering and maintaining contractor information.
- Allows for **standardization** across multiple geographic regions/sites.
- **Reviews and verifies** key pieces of information and provides **benchmarking** reports for informed decisions and risk mitigation.
- **Simple** method of **communicating** and incorporating changing requirements.

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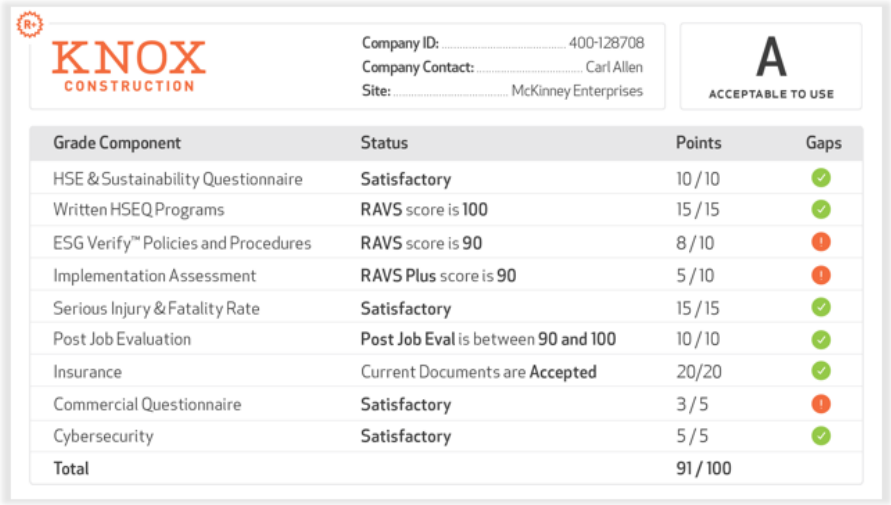
ISN's 5-Step Process

ISN provides a world-class platform of data-driven products and services that help manage risk and strengthen relationships with contractors.

1. Identify Contractor/Supplier Phase & Assess the Risk
2. Collect the Data
3. Review & Verify the Data
4. Score & Benchmark Contractors/Suppliers
5. Analyze & Report on the Data

Repeat & Monitor



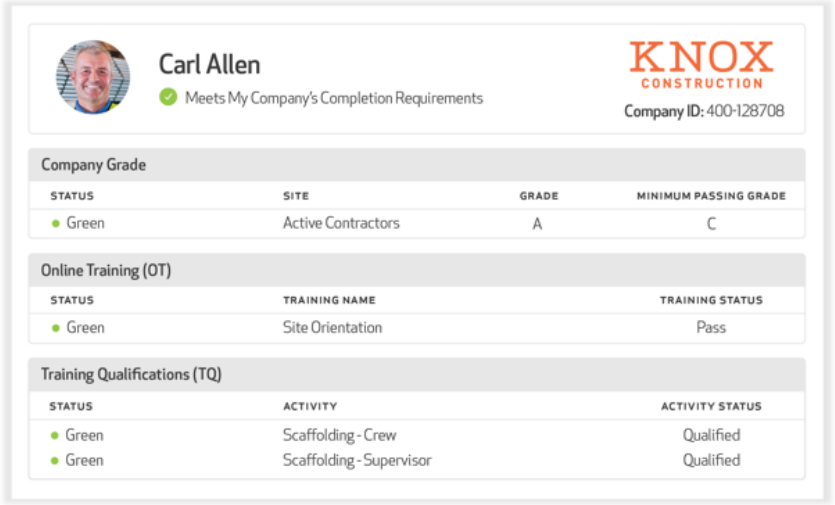
KNOX CONSTRUCTION

Company ID: 400-128708
Company Contact: Carl Allen
Site: McKinney Enterprises

A
ACCEPTABLE TO USE

Grade Component	Status	Points	Gaps
HSE & Sustainability Questionnaire	Satisfactory	10 / 10	
Written HSEQ Programs	RAVS score is 100	15 / 15	
ESG Verify™ Policies and Procedures	RAVS score is 90	8 / 10	
Implementation Assessment	RAVS Plus score is 90	5 / 10	
Serious Injury & Fatality Rate	Satisfactory	15 / 15	
Post Job Evaluation	Post Job Eval is between 90 and 100	10 / 10	
Insurance	Current Documents are Accepted	20/20	
Commercial Questionnaire	Satisfactory	3 / 5	
Cybersecurity	Satisfactory	5 / 5	
Total		91 / 100	

Company Scorecard



Carl Allen
Meets My Company's Completion Requirements

KNOX CONSTRUCTION
Company ID: 400-128708

Company Grade

STATUS	SITE	GRADE	MINIMUM PASSING GRADE
Green	Active Contractors	A	C

Online Training (OT)

STATUS	TRAINING NAME	TRAINING STATUS
Green	Site Orientation	Pass

Training Qualifications (TQ)

STATUS	ACTIVITY	ACTIVITY STATUS
Green	Scaffolding - Crew	Qualified
Green	Scaffolding - Supervisor	Qualified

Employee Scorecard

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ISN in Numbers

850

Hiring Clients Worldwide

85,000

Active Contractors/Suppliers

225+

Hiring Clients partnered with ISN for more than 10 years

Including:

1,000,000+
Individuals with training records

31,000+
Diverse Contractors/Suppliers

26,500+
Small Contractors/Suppliers**

85+

Countries with ISN Customers

1,800+

Years of HSEQ, Data Science, ESG and Risk Management Experience

35+

Languages Spoken

800+

Employees in 14 global offices

**Companies with 9 or fewer total people in workforce

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Meeting EPCOR Requirements

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EPCOR Requirements for Prime Contractors

Contractor Requirements	Expected Update Frequency
Health, Safety and Environmental Questionnaire	Once
Incident Rate Questionnaire	Quarterly
Fatality Rate Questionnaire	Quarterly
Written Programs	3-year Revalidation
Certificate of Recognition	Upon Expiration
Workers Compensation Account Status & Rate Statement	Annually
Insurance Certificate	Annually
EPCOR Acknowledgements	As Needed

Keeping requirements up to date will ensure no disruptions in active work on EPCOR sites

EPCOR & ISN has collaborated to refine and improve the contractor management process.

As of October 4, 2025, Contractors received a favorable change to WCB Grading.

Premium Rate Percent Variance Grading Setup		
Client	*Grading Details*	*Points*
EPCOR Original	Percent Variance is less than 0.00	15 (full)
	Percent Variance is equal to 0.00	7.5 (partial)
	Percent Variance is greater than 0.00	-1 (grade change)
EPCOR New*	*Percent Variance is less than or equal to 0.00*	*15 (full)*
	Percent Variance is greater than 0.00 but less than or equal to 5.00	***7.5 (partial)***
	Percent Variance is greater than 5.00	*-1 (grade change)*

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EPCOR Requirements for Prime Contractors

Prime Contractor Scorecard

Commercial Services - AB

A / Compliant

Grade Component	Status	Points	Gaps
HSE Performance	**Approved**	20 / 20	✓
HSE Questionnaire	**Superior**	25 / 25	✓
Fatalities	**No Fatalities in the Past 3 Years**	0 / 0	✓
RAVS Written Programs	**RAVS** score is **100**	40 / 40	✓
Workers Compensation Account Status - Alberta	Account Status is **Positive**	0 / 0	✓
Workers Compensation Premium Rate Statement - Alberta	Verified Percent Variance **0.55**	7.50 / 15	⚠
Insurance	Current Documents are **Accepted**	0 / 0	✓
COR/SECOR/SMA	**Any document** grade **Not Submitted**	0 / 5	⚠
EPCOR Pre-Mobilization Requirements	EPCOR Pre-Mobilization Requirements is **Acknowledged**	0 / 0	✓
EPCOR Health and Safety Requirements	Health and Safety Requirements is **Acknowledged**	0 / 0	✓
Drug and Alcohol Standard	Drug and Alcohol Standard is **Acknowledged**	0 / 0	✓
Life Saving Rules Standard	Life Saving Rules Standard is **Acknowledged**	0 / 0	✓
EPCOR Grade Adjustment	**EPCOR Grade Adjustment** grade **Not Submitted (System)**	0 / 0	✓
Total		92.50 / 105	

Adjustments are submitted by EPCOR and are not required components

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Why Does EPCOR Use SubTracker?

SubTracker is an ISNetworld Tool which:

- Provides visibility into Prime and Subcontractor relationships working on EPCOR sites
- Identifies Subcontractors' compliance to EPCOR's Health, Safety and Environment (HSE) requirements
- Provides your company with visibility into whether your contractors are compliant with EPCOR's prequalification requirements*

**Prime Contractors can not see the specific details of their Subcontractors EPCOR Scorecards due to the ISN Privacy Policy (Unless specified by the user otherwise, Owner Client User Information is isolated from other Owner Clients and Contractor User Information is isolated from other Contractors)*

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EPCOR Subcontractor Scorecard Requirements

Company ID: 400-137439
Company Contact: Carl Allen | View All Contacts (4)
ISNetworld Member Badges : 1

Subcontractors (SubTracker)

F / Non-Compliant

Grade Component	Status	Points	Gaps
EPCOR HSE	**Unapproved**	-20 / 20	⚠
HSE Performance	**Approved**	20 / 20	✓
HSE Questionnaire	**Superior**	25 / 25	✓
Fatalities	**No Fatalities in the Past 3 Years**	0 / 0	✓
Workers Compensation Account Status - Alberta	Account Status is **Positive**	0 / 0	✓
Workers Compensation Premium Rate Statement	Verified Percent Variance **-25.93**	15 / 15	✓
EPCOR Health and Safety Requirements	Health and Safety Requirements is **Not Acknowledged**	-100 / 0	⚠
Drug and Alcohol Standard	Drug and Alcohol Standard is **Not Acknowledged**	-100 / 0	⚠
Life Saving Rules Standard	Life Saving Rules Standard is **Not Acknowledged**	-100 / 0	⚠
Mitigation Plan – Required for F / Non Compliant Grade	Mitigation Plan is **Not Submitted**	0 / 0	✓
Total		-260 / 80	

Grade	Details	Low Range	High Range
A / Compliant	Compliant	52.5	80
B / Conditional	Conditional (1 trigger)	25	52.49
C / Conditional	Conditional (2 triggers)	0.01	24.99
F / Non-Compliant	Mitigation Plan Required and Vetted Through EPCOR	-740	0

Additional Requirements:

- A Grade – Meets Requirements
- B/C/F Grade – Does Not Meet Requirements
  - Mitigation Plan required ahead of subcontractor mobilization

B or C Grade (Approval):

- Contractor Lead (i.e., account representative, project manager)
- Subcontractor Lead (i.e., account representative, project manager)

F Grade (approval):

- Contractor Senior Leadership (i.e. director, CEO, owner)
- Subcontractor Senior Leadership (i.e. director, CEO, owner)

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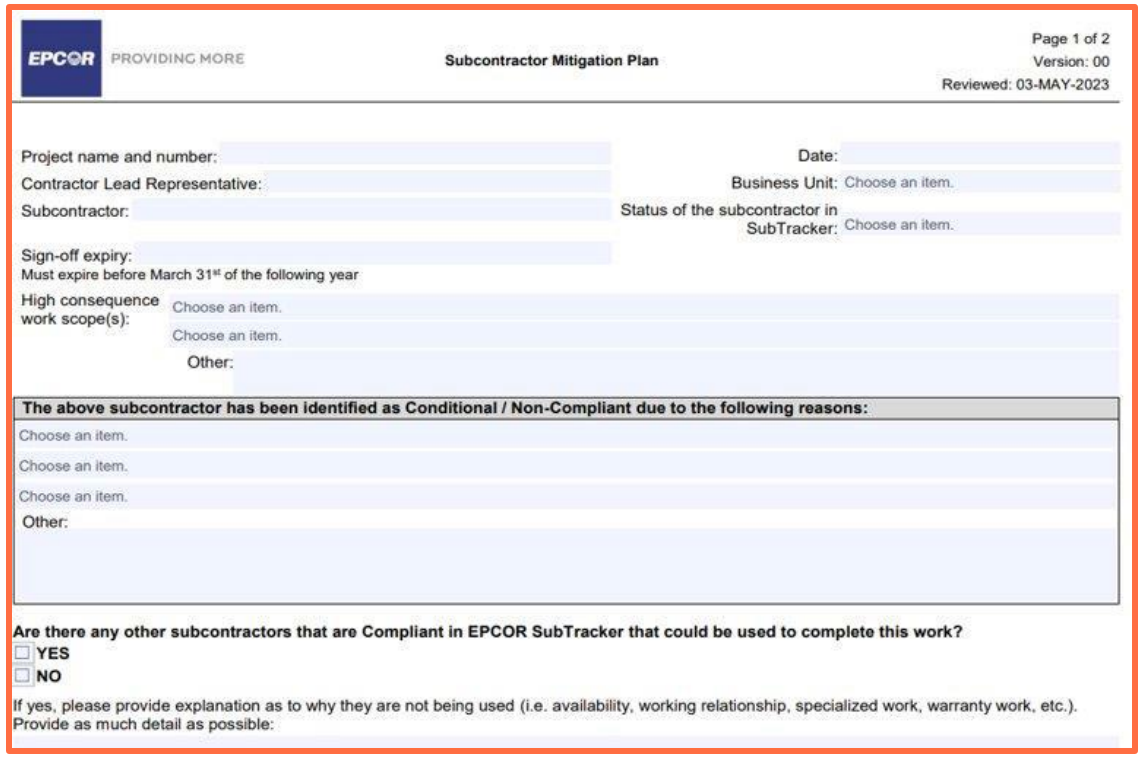
Mitigation Plan



EPCOR PROVIDING MORE

Subcontractor Mitigation Plan

Page 1 of 2
Version: 00
Reviewed: 03-MAY-2023

Project name and number:
Date:
Contractor Lead Representative:
Business Unit: Choose an item.
Subcontractor:
Status of the subcontractor in SubTracker: Choose an item.
Sign-off expiry:
Must expire before March 31st of the following year
High consequence work scope(s): Choose an item.
Choose an item.
Other:

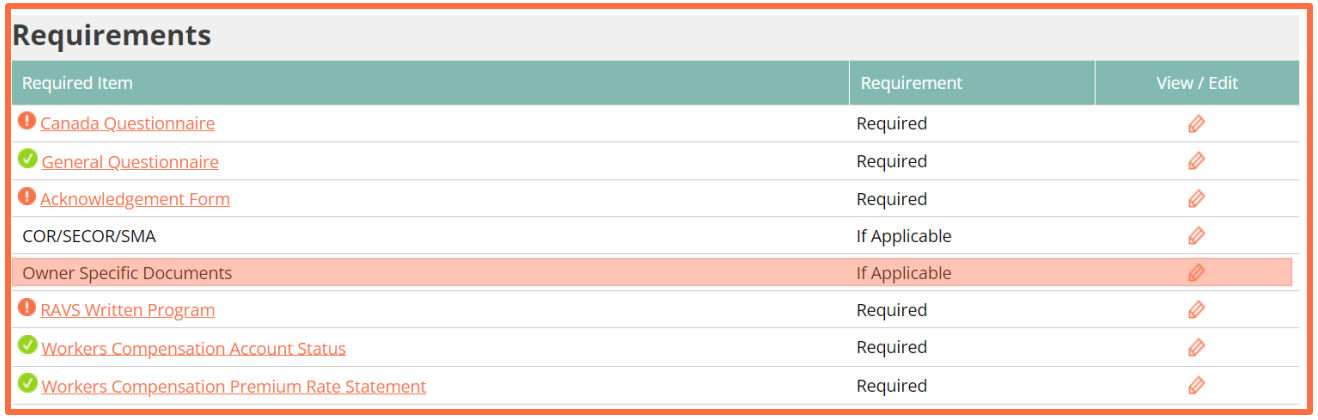
The above subcontractor has been identified as Conditional / Non-Compliant due to the following reasons:

Choose an item.
Choose an item.
Choose an item.
Other:

Are there any other subcontractors that are Compliant in EPCOR SubTracker that could be used to complete this work?

☐ YES
☐ NO

If yes, please provide explanation as to why they are not being used (i.e. availability, working relationship, specialized work, warranty work, etc.). Provide as much detail as possible:



Requirements

Required Item	Requirement	View / Edit
Canada Questionnaire	Required	
General Questionnaire	Required	
Acknowledgement Form	Required	
COR/SECOR/SMA	If Applicable	
Owner Specific Documents	If Applicable	
RAVS Written Program	Required	
Workers Compensation Account Status	Required	
Workers Compensation Premium Rate Statement	Required	

Key Steps

1. Subcontractor downloads template in ISNetworld
2. Subcontractor and Prime complete Mitigation Plan
3. Subcontractor submits Mitigation Plan in ISNetworld for review
4. EPCOR reviews and approves Mitigation Plan ahead of mobilization

The Mitigation Plan can be found below EPCOR's scorecard in the "Owner Specific Documents" & the Bulletin Board

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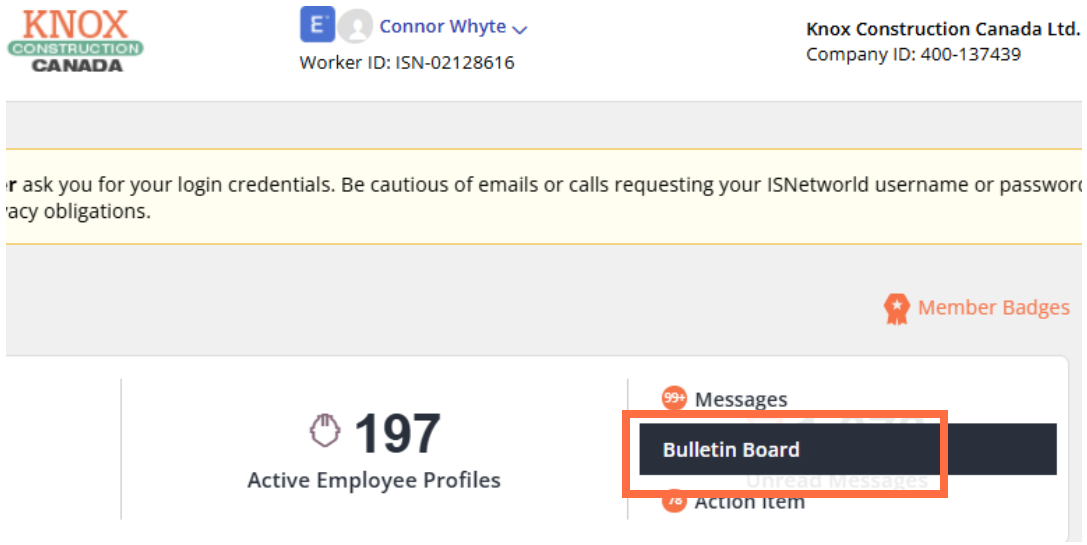
RESOURCES AND SUPPORT

SubTracker FAQs

Resources for EPCOR contractors within the Bulletin Board:

- SubTracker Quick Reference Guide
- EPCOR High Consequence Risk Matrix
- SubTracker FAQs Document
- Guideline for Developing a Mitigation Plan
- Mitigation Plan Template

If a contractor decides to use a subcontractor that is not meeting EPCOR requirements, the contractor is required to develop a mitigation plan prior to the subcontractor's commencement of work.



EPCOR PROVIDING MORE

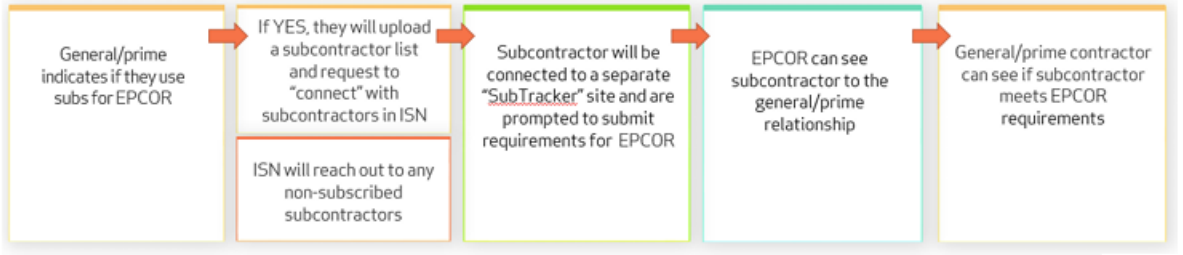
Collect. Verify. Connect. ISNETWORLD.COM

SubTracker FAQs

What is SubTracker?

SubTracker is an ISNetworld module which provides visibility into general/prime contractor and subcontractor relationships and identifies subcontractors' compliance to EPCOR Health, Safety and Environment (HSE) requirements.

What is the process to implement the SubTracker module for EPCOR?



Will this requirement impact current contracts?

No, however current contracts with a multi-year scope, will be amended to reflect this requirement. EPCOR Owner Representatives are encouraged to connect with their procurement representative to initiate the amendment.

Will this requirement apply to new Project Requests?

Yes, Project Requests issued by EPCOR to a contractor performing high consequence work after December 2023.

Is a client subscription required in order to report my subcontractors to EPCOR?

No, a client subscription is not required to use the SubTracker tool – this can be done using an active contractor subscription.

Is SubTracker replacing the subcontractor assessment form that EPCOR currently requires?

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ISNetworld Resources and Support

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Contractor/Supplier Advantage

Streamlined Qualification Process

Collect, track and share company safety statistics with **Incident Management Tool**

Simplify insurance compliance with ISN's **Agent/Broker Tool** & see if you can reduce insurance premiums with ISN's **Insured Advantage ™**

Benchmark and analyze data with **ISN Analytics** and **Account 360**

Drive Improvement

Help workers get qualified with our free mobile app, **Empower®**

Complementary access to on-demand training through ISN's **Learning Management System (LMS)**

Safety culture surveying & reporting with **Contractor CultureSight Survey**

Increased Visibility & Support

No fee to report information to additional hiring clients

55% of contractors added an additional Hiring Client Connection in 2025

Network & stay informed with **ISN Events** hosted in-person and virtually

In 2025, we hosted **80+** events with **10,500+** attendees

24/5 Customer Support via 3 global customer service centers

25+ **member-exclusive tools included with one annual subscription.**

Smart Log • *Site Tracker* • *Mobile App* • *RAVS Plus*

Job Bid • *Training Manager* • *ISN ID Cards*

ESG Assure • *Online Training* • *Permit To Work*

"ISNetworld has opened many new opportunities for our company."

– Peggy May, Owner/VP, Triangulation Inc.

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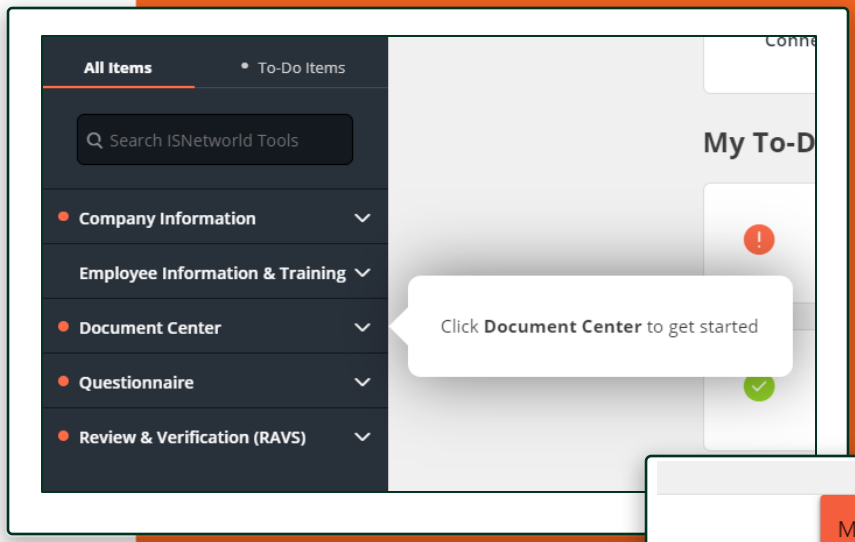
Contractor Self Help Tools

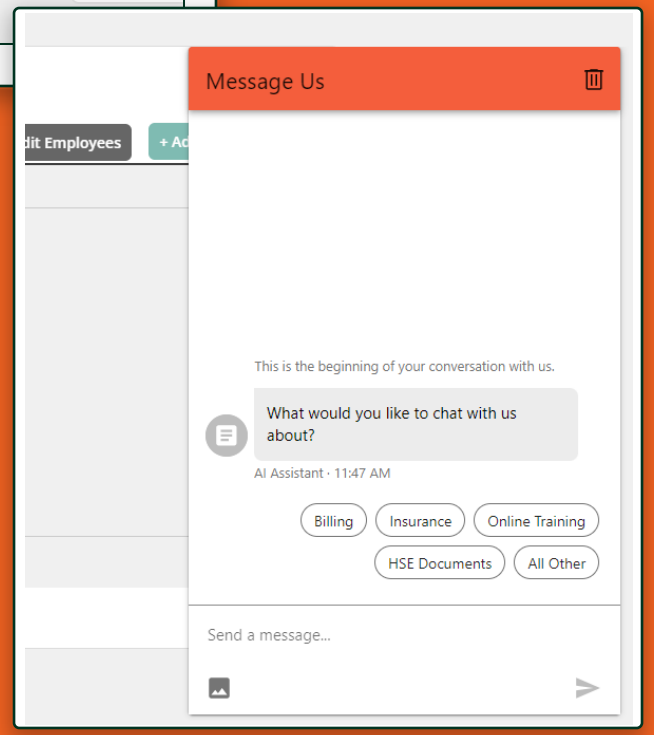
To-Do List Summary

- List of Hiring Client requirements
- Direct links to submittal pages
- Gap report
- Automated Notifications

Additional Help Tools

- Help Center / Interactive Self-Help Tool
- Written Instructions
- Video Guides
- Coming Soon: AI Assistant for Self-Help





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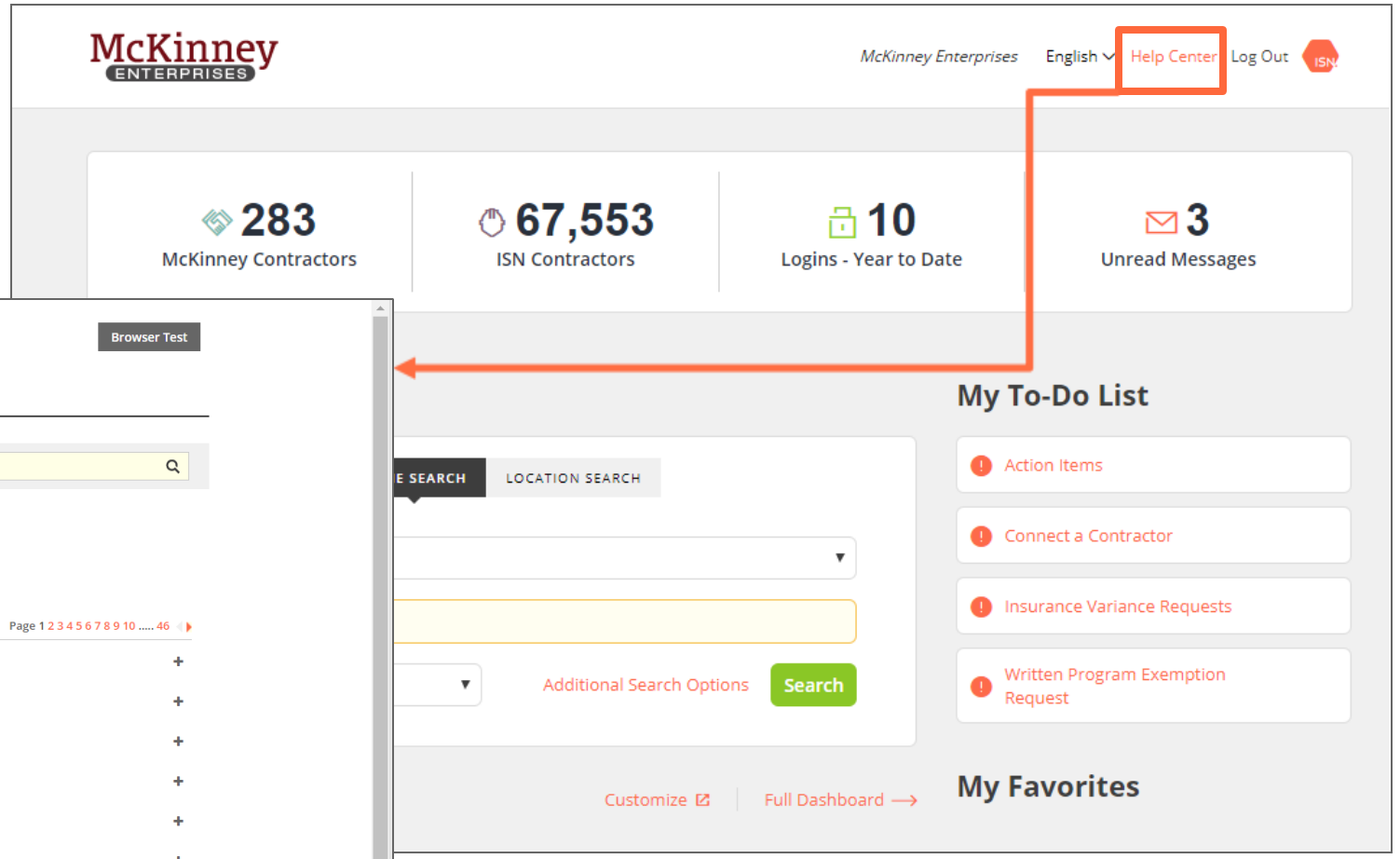
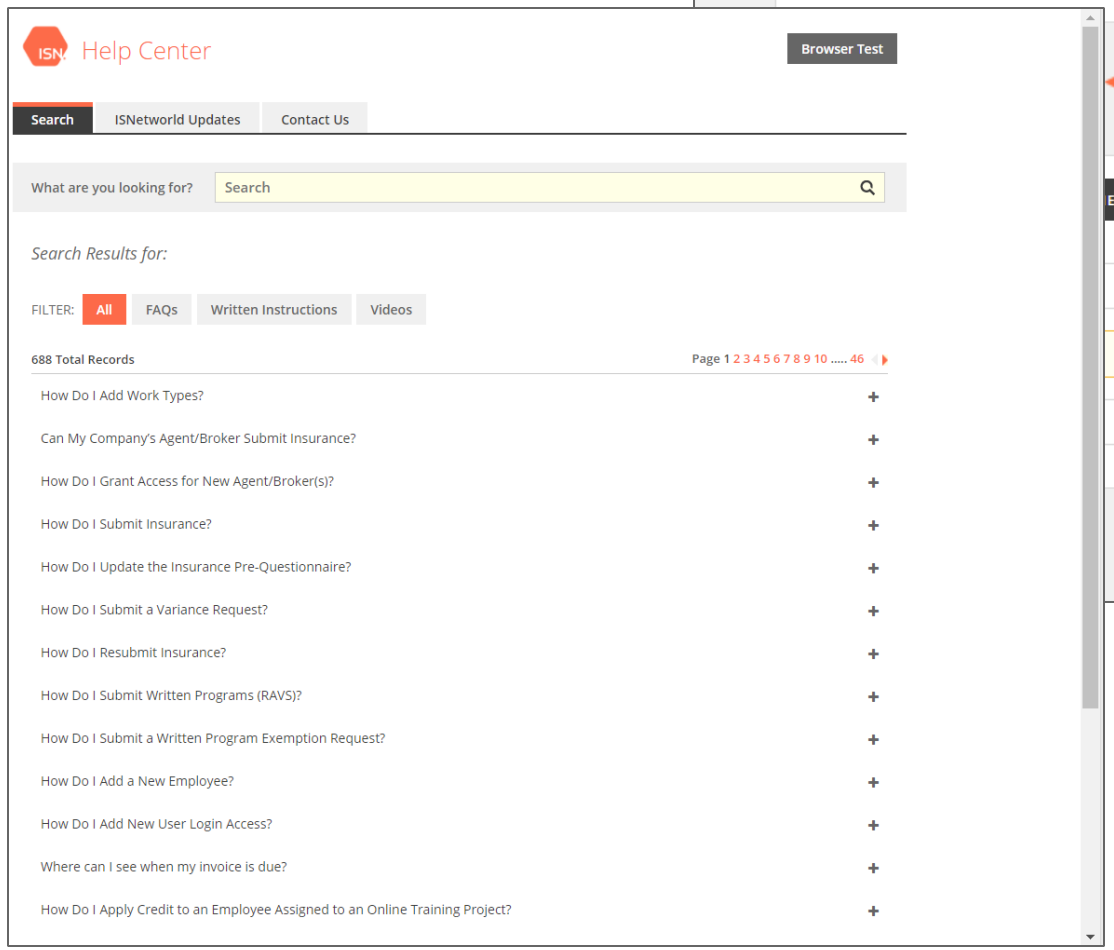
Help Center





- Frequently Asked Questions
- Written Instructions
- Video Tutorials

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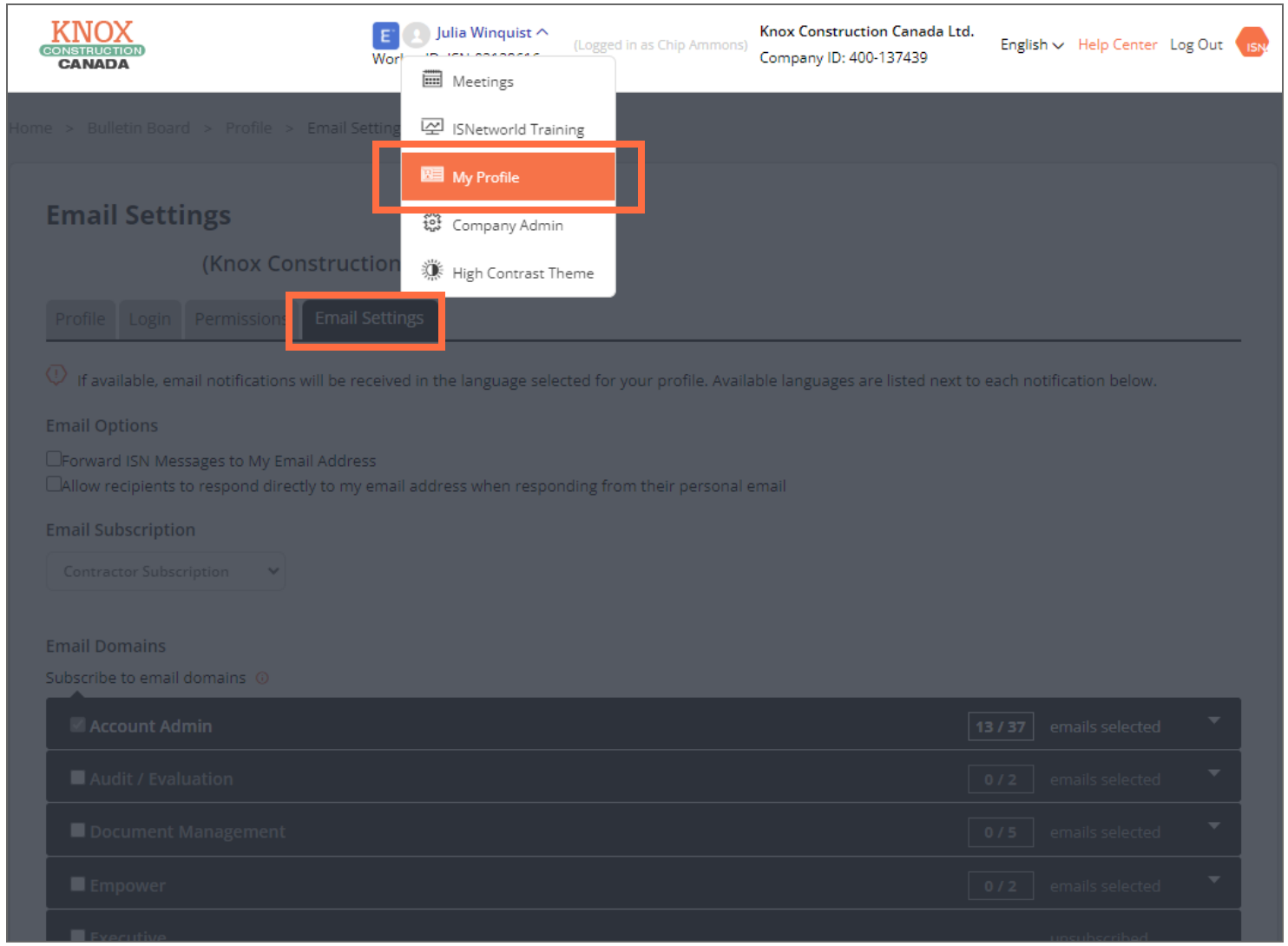
Email Settings

The Email Settings section of your account allows you to subscribe to a variety of email notifications.

Users also have the ability to forward ISN messages to external email inboxes.



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Connecting with Hiring Clients

CONTRACTOR

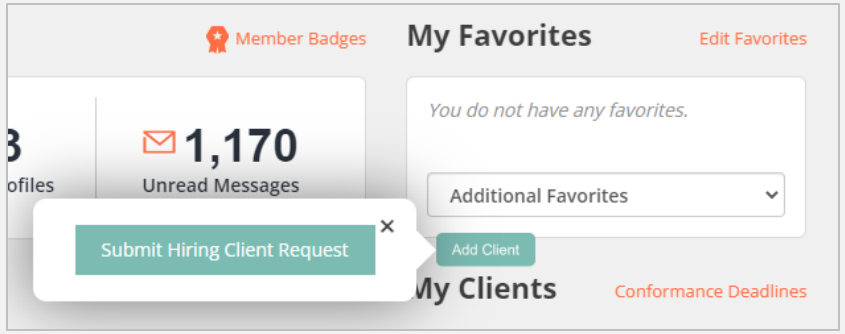
Contractor contacts ISN to discuss how to be added to a specific Hiring Client's vendor list OR submits a request via ISNetworld

ISN

1. ISN submits the request on the Contractor's behalf
2. The Contractor must follow up with their Hiring Client contact directly

HIRING CLIENT

Hiring Client responds to the request to be added to their vendor list



PRO TIP

Have your Hiring Client's contact information and work location (email and phone number) available for the ISN Customer Service team to submit the connection request on your behalf.

Scan Here to Request a New Connection

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Customer Service Support

4.43/5 Rating

24 Hour Assistance

From 3pm Sunday to 6pm Friday Central time with additional support provided as needed

3 Global Customer Service Centers

Dallas, London & Sydney

Award Winning Customer Service

First Call Resolution | **Customer Satisfaction** | **Knowledge of the Representative**

How to Contact ISN

1. Phone
2. Live Chat
3. Web Form

30 second average speed to answer for calls/chats

Skill-based routing of calls to subject matter experts

Customer Experience feedback tracking

35+ Languages spoken

ISNetworld Training

Help Center

"[The ISN Customer Service Team] was very pleasant and polite and quickly and efficiently answered my questions. Frankly, the other times I've called the service team the service I've received has been excellent! Your team seems well trained and efficient. It would be nice if many other organizations took "service" as seriously as you do. Cheers & Thanks."

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Additional Tools

1. Empower App
2. CultureSight for Contractors
3. AutoPay
4. LMS & My Company Training
5. ESG Tools & Resources

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Learning Management System (LMS)

ISN's LMS Platform provides complimentary* high-quality, computer-based training material to our Contractor customers to satisfy training needs and Hiring Client requirements

10+ Training Providers

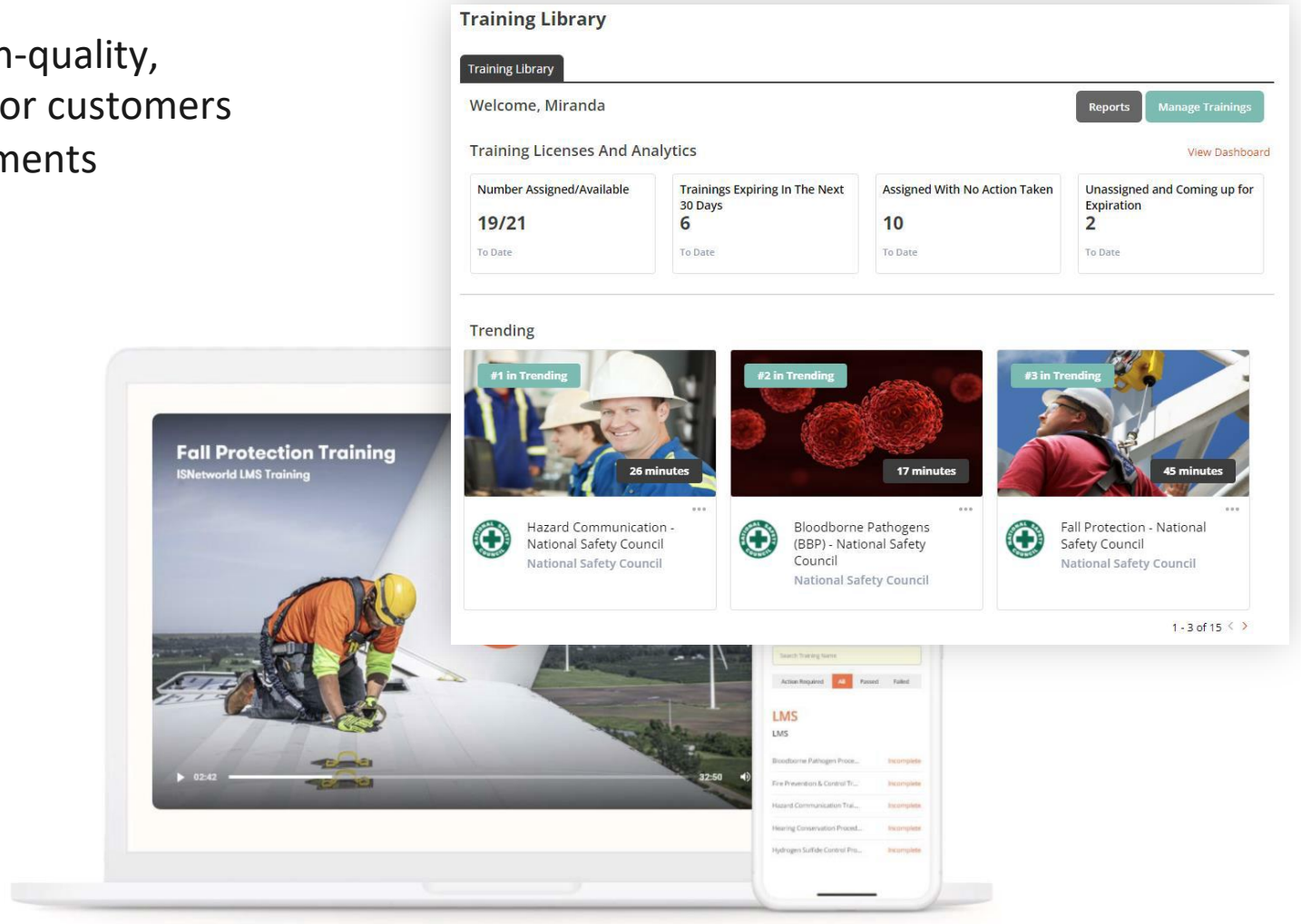
150+ Training Topics Available

137,500+ Total LMS Courses Consumed

8,000+ Contractor Companies Consumed LMS

Top Consumed Courses:

1. Marine Trash & Debris – (BSEE)
2. Fall Protection (US) – (NSC)
3. Bloodborne Pathogens (BBP) – (NSC)



With use of Empower, your 2025 LMS allotment is unlimited! Use Empower here to unlock Unlimited LMS!

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*Usage allotment is based on contractor subscription tier size, ranging from 20 -200 complimentary trainings per company

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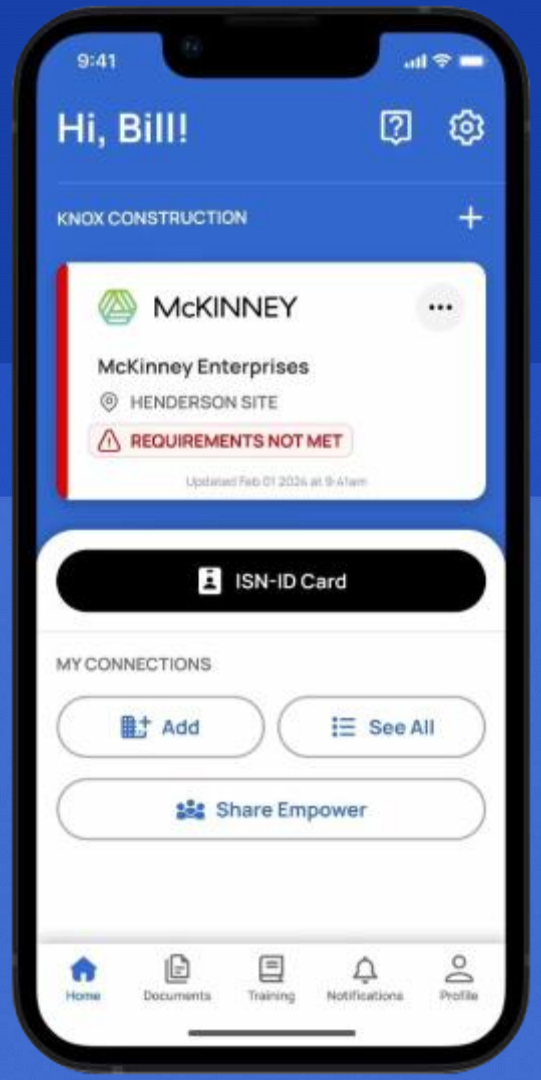
Empower Key Features

Download Today



Digital ID Card
Add a photo to access your ISN ID for easy site access

Compliance Check
Confirm jobsite requirements are met before arrival

Training
Complete client orientation and third-party courses

Acknowledgement
Review and acknowledge documents digitally

Notifications
Stay informed of new or expiring training and qualifications

Bulletin Board
Access client announcements and documents

Digital Wallet
Upload, store, and access important jobsite documents

Offline Mode
Access ISN ID card and stored training certificates* offline

Training Self-Assignment
Scan a QR Code to assign training and requirements

AI Toolbox Talks
Request Health & Safety tips for the job from ISN's custom AI

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Free to use. Available in US, Canada, Australia, New Zealand and the U.K.

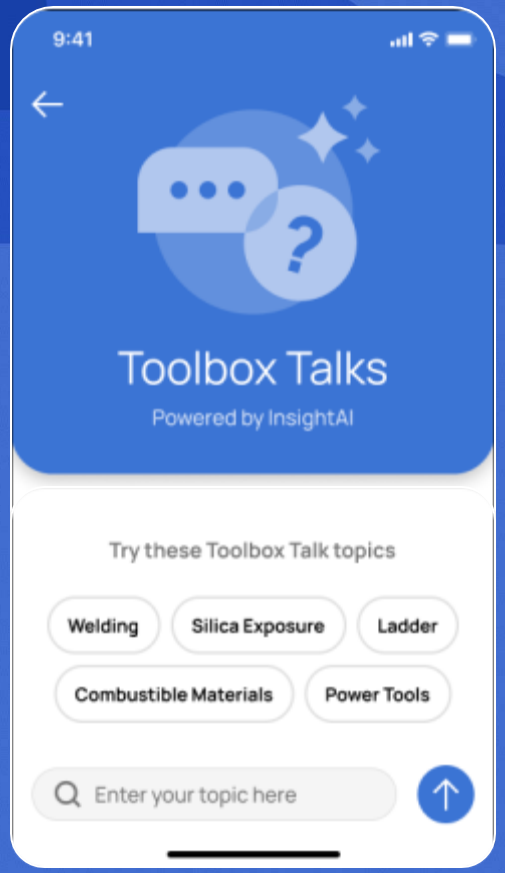
Available Features

Project Self-Assignment

Scan a QR Code to assign training and requirements

AI Toolbox Talks

Request Health & Safety tips for the job from ISN's custom AI



Offline Documents

Access documents and stored training certificates offline

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My Company Training

ISNetworld contractors will have the capability of uploading and/or authoring internal trainings included with their subscriptions.

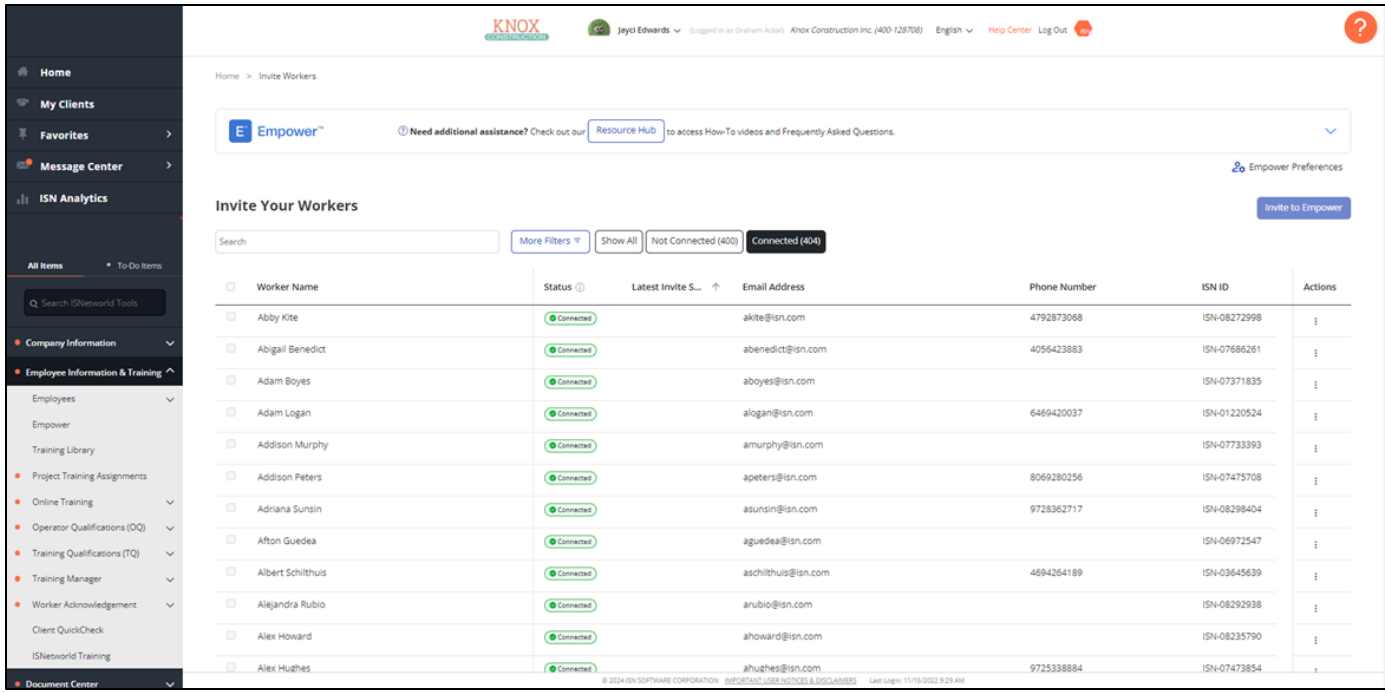
- Create training content or upload SCORM ready trainings with ease in their account
- Training may then be delivered through Empower to their own employees

Invite your workers today!

1. Log into your **ISNetworld account**

2. Click **Employee Information & Training** on the left menu
   a. Click **Empower**

3. Filter and select **Employee(s)**
   a. Click **Invite to Empower**
   b. Select to send via **Email** and/or **SMS text message**
   c. Click **Send Invite(s) button**



[Step-by-step instructions & How-to videos]

**Workers that do not fully complete the signup process will receive two reminders.

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CultureSight for Contractors

High quality **perception survey**, designed to help contractors better **understand their organization's safety culture** by collecting feedback from their employees **across eight key values**.

Key Features for Contractors:

- No fee for ISNetworld Contractors
- Minimal time commitment, 5-7 minutes
- Simple to implement and deliver
- Risks and opportunities identified to understand focus areas and improve safety culture

Hiring Clients can recommend CultureSight for their contractors:

- Proactive measure to promote continual improvement and mitigate risk
- Follow up from a performance evaluation or audit
- Practical step towards becoming a best-in-class contractor

36,000+ Respondents From 1,000+ Participating Companies

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Contractor CultureSight: Final Report & Insights

Safety Culture Maturity Rating

Safety Culture Perception by Value

Serious Incident Likelihood

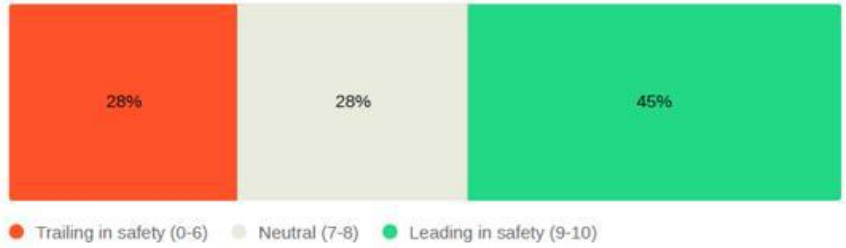
How likely or unlikely is it that a serious incident* will occur at a worksite in the next 12 months?

**Serious incident includes: fatality, in-patient hospitalization, amputation or loss of eye; a major loss of an asset; critical impact on daily operation or environment*

For Moderate to High Likelihood responses: What is likely to occur?

11 Responses

Compared to other companies in similar industries, how would you regard your company when it comes to safety?



Value 4: Competency

Level of training provided and quali

Before starting work, employees are p

I believe work is only done by those that are qualified to do it.	92
I receive refresher training on safe work practices and procedures.	88
New employees receive safety training before starting work.	88

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Auto Pay

Benefits of AutoPay

Payment submitted on time

Avoid paying a reinstatement fee

Uninterrupted account access

No need to log into the Billing Portal each year

Payment auto-drafts 30 days before renewal date

Set it and forget it

Secure online Billing Portal

Easy to update online payment method – eCheck

Reduced billing reminders

Available for US & Canada customers

Setting up AutoPay is Easy!

1. Login to our secure Billing Portal: https://billing.isnetworld.com
2. Navigate to Billing Settings
3. Toggle AutoPay: **On**
4. Select Payment Account
5. Click Save

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EPCOR Contractor Awareness

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SAFETY MATTERS TO US. BECAUSE YOU MATTER.

QUESTIONS & ANSWERS

WE'RE IN THIS TOGETHER.

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Contractor Management Leadership Presentation

"Speak Up"

WE'RE IN THIS TOGETHER.

SPEAK UP

Safety Summit 2025

EPCOR

RECAP

What does it mean to fail safely?

Safety

Summit 2025

Jan 2025 Pause

Fall 2024 Refocus

Summit 2024 Failing Safely

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Safety is **more than** absence of injury

WE ALL HAVE A ROLE
TO PLAY IN SAFETY.
WE'RE IN THIS TOGETHER.

THE BUILDING BLOCKS OF SAFETY

SPEAK UP

Speaking up

- Is it safe to speak up?

Afraid ⟷ Safe

- Is it worth it?

Pointless ⟷ Meaningful

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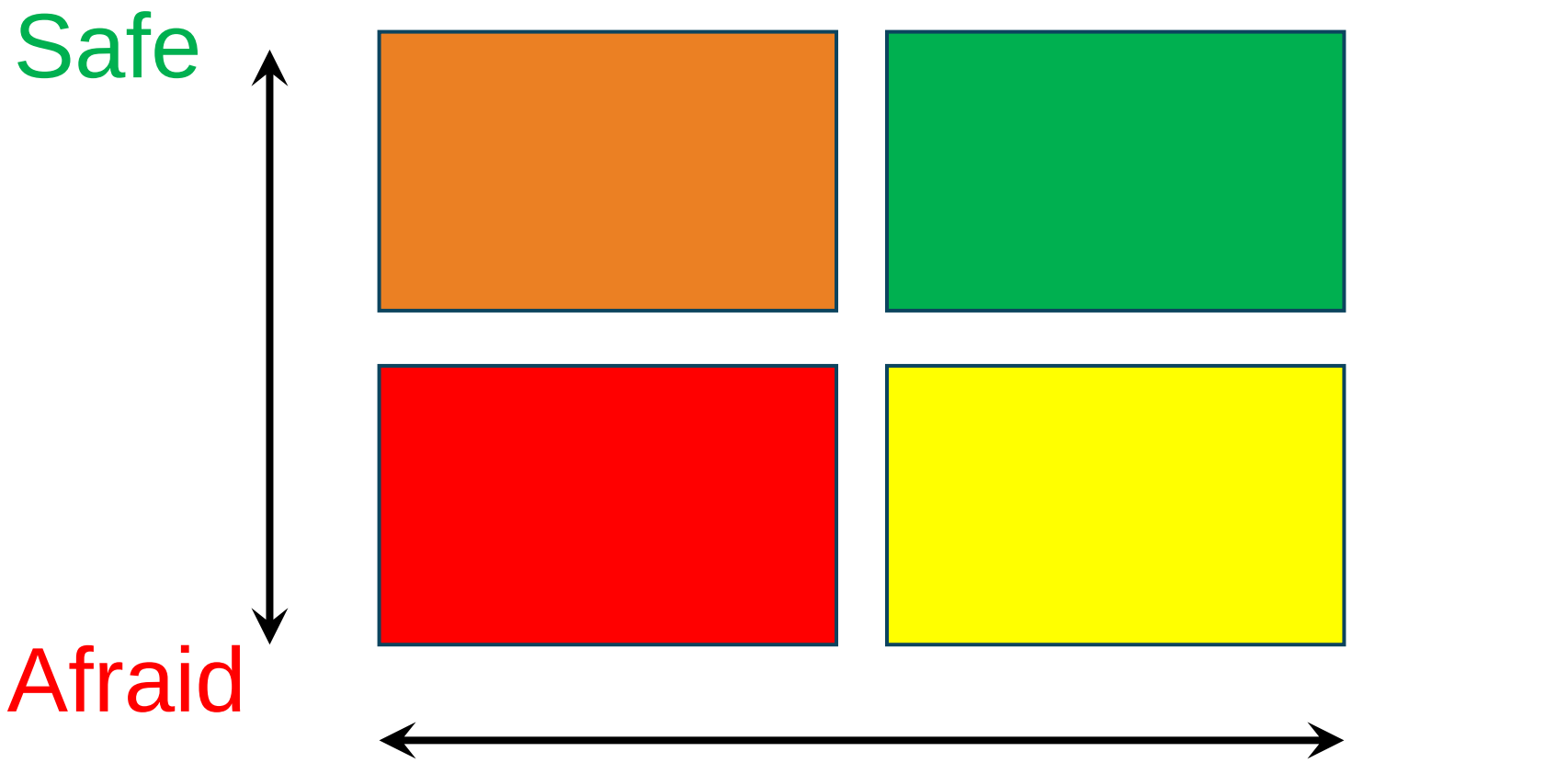
Speaking up



WE'RE IN THIS TOGETHER.

Activity - Would you speak up?

WE'RE IN THIS TOGETHER.

DANGER
OPEN
EXCAVATION

Speaking up

Safe

Afraid

Pointless

Meaningful

Safe but Indifferent
"I can speak up, but what's the point"

Safe and Involved
"I speak up because it's safe and worth it"

Uncomfortable and Disengaged
"It's just not worth it"

Uncomfortable but Involved
"I'm afraid to speak up but the stakes are too high to remain silent"

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Speaking up

Safe

Afraid

Pointless

Meaningful

Safe but Indifferent “I can speak up, but what’s the point”	Safe and Involved “I speak up because it’s safe and worth it”
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EPCOR

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You have the **right to** refuse unsafe work

WE ALL HAVE A ROLE
TO PLAY IN SAFETY.
WE'RE IN THIS TOGETHER.

HELLO
BYE
HELLO
BYE
HELLO
BYE

Speaking up

Safe

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ACCOUNTABILITY

Accountability

ac·count·a·bil·i·ty

/əˌkoun(t)əˈbilədē/

Having the obligation or willingness to accept responsibility for your decisions and actions.

Discuss: Can you fail safely and still be held accountable for your actions?

SAFETY MATTERS TO US. BECAUSE YOU MATTER.

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DANGER
OPEN
EXCAVATION

SPEAK UP

Safety Summit 2025

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SAFETY MATTERS TO US. BECAUSE YOU MATTER.

QUESTIONS & ANSWERS

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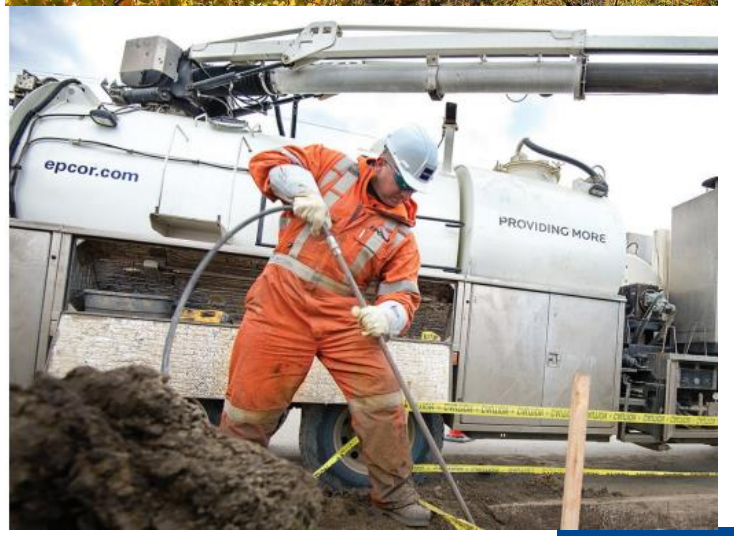
EPCOR Water & Electricty

Environmental Requirements for Contractors

Environmental Requirements

- ECO Plan and Environmental Protection Plans
- Environmental Incident Reporting
- Hazardous Materials and Waste Storage
- Ground Disturbance and Erosion and Sediment Control
- Bylaws, Releases to Collection System and Dewatering
- Permitting
- Tree Protection
- Dutch Elm Disease
- Weeds and Wildlife



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TO PLAY IN SAFETY.
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ECO and Environmental Protection Plans

Environmental Construction Operations (ECO) Plan and Environment Protection Plans

- Typically prepared by external consultants for larger projects.
- Submission and approval as per project requirements.
- Plans must be updated when the site conditions change.
- ECO Plan Framework to follow Municipal Version.

- All Contractors must comply with EPCOR's environmental policy; federal, provincial, and municipal regulations and guidelines
- All Applicable environmental permits and approvals must be in place before start of the project.

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Environmental Incident Reporting (1/3)

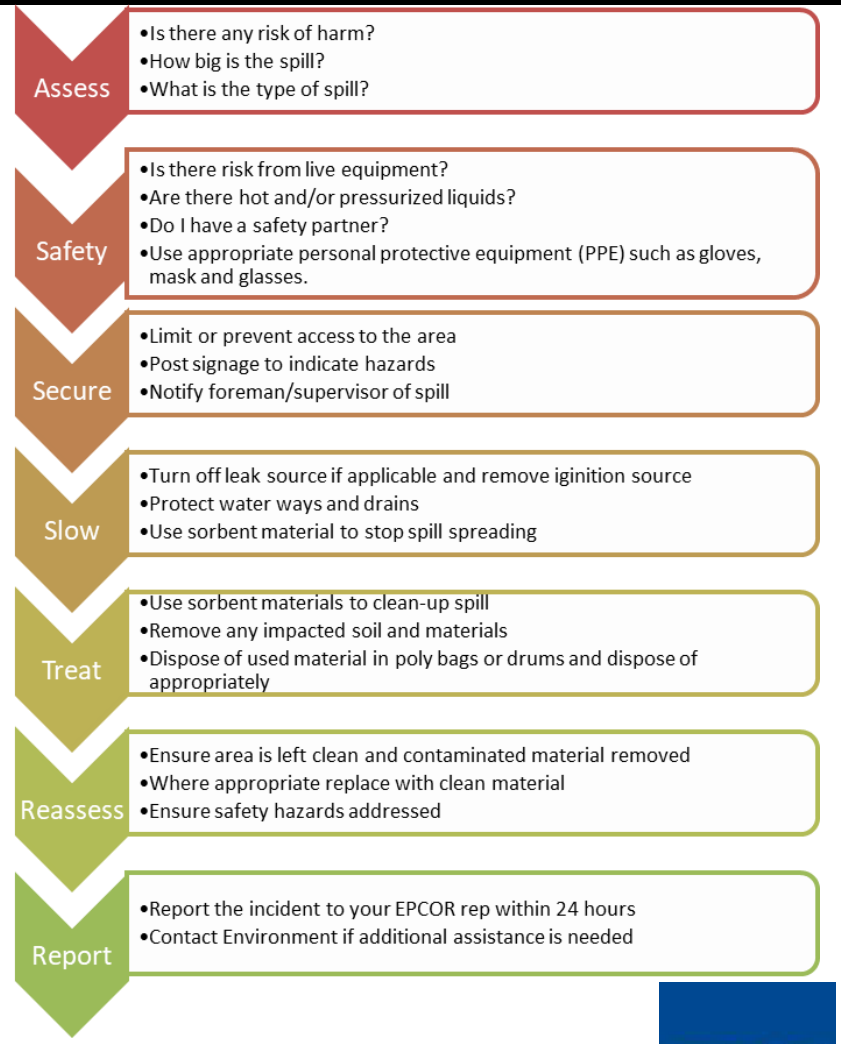
All spills regardless of size of reportable internally at EPCOR within 24 hours.

Minor releases

- No impact to collection system or environment
- Report to EPCOR representative

Significant releases

- Releases into environmentally sensitive areas
- Contamination discoveries and soils that does not meet Class II landfill requirements.
- Releases to the collection system (including chlorinated (potable) water)



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EPCOR

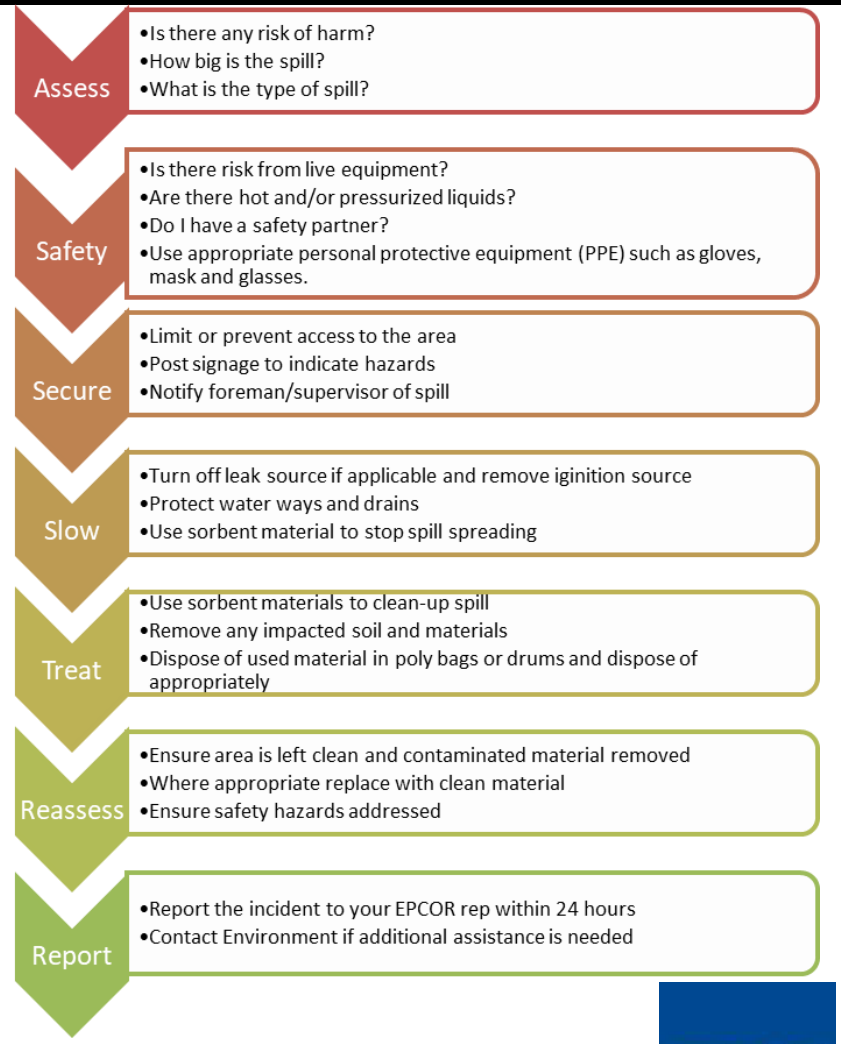
Environmental Incident Reporting (2/3)

All spills regardless of size of reportable internally at EPCOR within 24 hours.

Potential impacts to environment

- Report to EPCOR representative and Alberta Environment and Protected Areas following review and consultation with EPCOR Environment representatives
- Additional reporting to municipal or federal agencies may also be required.

Contractors are responsible for ensuring spills are cleaned up and remediated to EPCOR standards.



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EPCOR

Environmental Incident Reporting (3/3)

Environmental Construction Operations (ECO) Plan and Environment Protection Plans

- Typically prepared by external consultants for larger projects.
- Submission and approval as per project requirements.
- Plans must be updated when the site conditions change.
- ECO Plan Framework to follow Municipal Version.

•All Contractors must comply with EPCOR's environmental policy; federal, provincial, and municipal regulations and guidelines

•All Applicable environmental permits and approvals must be in place before start of the project.

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Hazardous Materials and Waste Storage

- Follow specific BU Waste Management Guides found on their respective Environment SharePoint.
- Areas where any hazardous materials and/or dangerous goods being stored on site must have proper signage, labelling, and controls (secondary containment, spill kits, fire extinguishers etc.)
- Fuel, Flammables, and Chemicals are properly stored, as per Fire Code and OHS requirements.

- SDS must be available/accessible on site
- Separation of wastes being stored on site (i.e., aerosols, oil, recyclables, hazardous waste, etc.)
- Regulated waste, hydrovac slurry, and contaminated soil removal must have appropriate disposal documentation (slurry dockets, scale tickets, manifests, and bills of ladings.)

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Ground Disturbance and ESC

Ground Disturbance Sites

- Refer to project specific environmental guidelines. (EPIC, CFCC, EPP)
- ESC plans are required for any excavations, stockpile storage, projects with 10 m of a catch basin, etc.
- Check Environmental Site Assessment Repository (ESAR) for potential contamination.
  - Further Phase I and/or Phase II assessment may be required after ESAR check.
- Check the Listing of Historic Resources and/or Map (ArcGIS Shapefile) to see if historical resources have been previously found in the project area or are expected to be found.
  - Clearance under the Historical Resources Act may be required.

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Bylaws, Releases to Collection System and Dewatering (1/2)

Drainage Bylaws 18093 and 19627

- Obtain permits related to storm and sanitary collection system

Large volume water releases (site dewatering, planned discharges to sanitary or storm collection system, or environment) and by-pass pumping

- EPCOR Wastewater Collection Network Operations to be notified (location, volume, material, and potential routes clearly communicated and identified); permit/approval to be obtained by contacting NetworkOPS@epcor.com
- Testing program in place for releases to storm and/or environment
- No release of chlorinated water or other non-permitted matter to storm collection system or environment (including water bodies)
- Have dechlorination pucks available on site in case of planned/unplanned chlorinated water releases.
- Complete Sensory Inspection Checklists and send to EDTI Environment

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Bylaws, Releases to Collection System and Dewatering (2/2)

- Protection of the collection system and environment when using concrete and asphalt-based products or undertaking related activities such as cutting
- Ensure Pump & Sock Method is used correctly

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Permitting

River Valley Bylaw Permits

- North Saskatchewan River Valley Area Redevelopment Plan Area (RVB) permitting

Parkland Access Permits

- All City Parks and RVB areas required a parkland access permit – (up to 6 weeks timelines).
- Pre/Post Construction Inspections
- Final Acceptance Certifications

City of Edmonton Tree Protection Bylaw

- Blanket Permits to cover standard scopes of work, specific for each BU
- Stand Alone Permits for projects not covered under the Blanket Permits

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Tree Protection

- Contractors are required to apply for their own Tree Protection Permits (Water only), unless prior approval of BU permit use is granted.
- The 2025 Blanket permit for EDTI is the same as 2024. No new changes.
- Ensure you are following the mitigations in Stand-alone permits if applicable to your site.

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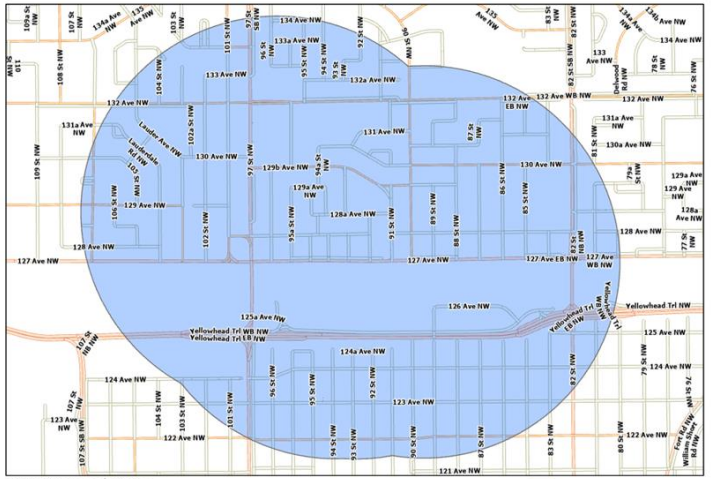
Dutch Elm Disease

Dutch Elm Disease (DED)

- Confirmed in Killarney area in August 2024
- Restricted activity period (RAP) – pruning is prohibited between Apr 1-Sep 30
- Tree removal permitted year-round with proper disposal
- DED is fatal for elm - caused by fungus and spread by elm bark beetle, tree roots and dead, dying or injured elm wood (attracts beetles)
- DED sanitation protocols required on all ELM Trimming in the City now (25% bleach, methyl hydrate, rubbing alcohol, Spray 9)



DED Protocol Zone

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Weeds and Wildlife

Appropriately manage weed and crop diseases.

- E.g., noxious and prohibited noxious weeds, screened topsoil/restoration, and clubroot

Identify and minimize disturbances to birds and wildlife.

- Raptor Breeding Period
    - ~ February 15 – August 30th
- Regional Migratory Bird Nesting Window
    - ~ April 15 – August 30th
- Additional wildlife sweep requirements for mature forested areas.

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QUESTIONS & ANSWERS

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Closing Message from Leadership

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Contacts

- **HSE Contractor Management**
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- **Environment**
  - EDTIEnvironment@epcor.com
  - EWSEnvironment@epcor.com
- **Procurement**
  - Procurement@epcor.com
- **Safety Codes**
  - SafetyCodes@epcor.com / 780-412-4500

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