

RARE ENERGY CORPORATION

Corporate Health and Safety Manual

2025 Edition

Aligned with:

Alberta Occupational Health and Safety Act and Code (2025 Amendments)
AER Directive 071: Emergency Preparedness and Response Requirements
Energy Safety Canada Life Saving Rules

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Section 1: Introduction and Safety Policy Statement

1.1 Company Profile

Rare Energy Corporation is a private oil and gas company with producing assets in Alberta and Saskatchewan. The company is committed to conducting all operations in a manner that protects the health and safety of workers, contractors, the public, and the environment.

1.2 Purpose of This Manual

This Corporate Health and Safety Manual establishes the policies, procedures, and standards that govern all health and safety activities at Rare Energy Corporation. It has been developed to:

- Ensure compliance with the Alberta Occupational Health and Safety Act and Code
- Meet Alberta Energy Regulator requirements including Directive 071
- Align with industry best practices from Energy Safety Canada
- Provide clear guidance to all personnel on their safety responsibilities
- Establish a framework for continuous improvement in safety performance

1.3 Manual Disclaimer

This manual provides general guidelines and is not intended to replace professional judgment or site-specific requirements. Workers must always follow applicable legislation, regulations, and site-specific procedures. When conflicts exist between this manual and regulatory requirements, the more stringent requirement applies.

1.4 Corporate Safety Policy Statement

RARE ENERGY CORPORATION SAFETY POLICY

Rare Energy Corporation is committed to providing a workplace that protects both the physical and psychological health of all workers. We believe that:

- All injuries and occupational illnesses are preventable
- Working safely is a condition of employment
- Every worker has the right to refuse work they reasonably believe presents an undue hazard
- Safety performance is integral to business success

Management is accountable for providing:

- A safe and healthy work environment
- Adequate training and resources
- Clear safety expectations and procedures

- Support for workers who identify hazards or refuse unsafe work

Workers are responsible for:

- Following all safety rules and procedures
- Reporting hazards and incidents immediately
- Participating in safety training and meetings
- Looking out for the safety of themselves and their coworkers

This policy will be reviewed annually and updated as required.

President, Rare Energy Corporation

Date: _____

1.5 Regulatory Framework

This manual is aligned with the following legislation and regulations:

- Alberta Occupational Health and Safety Act, RSA 2020, c. O-2.2
- Alberta Occupational Health and Safety Code (2024 Edition with March 2025 Amendments)
- Alberta Energy Regulator Directive 071: Emergency Preparedness and Response Requirements
- Alberta Energy Regulator Directive 055: Storage Requirements for the Upstream Petroleum Industry
- Alberta Energy Regulator Directive 060: Upstream Petroleum Industry Flaring, Incinerating, and Venting

Section 2: Corporate Policy, Responsibilities and Management Commitment

2.1 Management Commitment

Senior management of Rare Energy Corporation is committed to:

- Establishing safety as a core value equal to production and profitability
- Providing adequate resources for safety programs
- Conducting regular safety reviews and field visits
- Holding all levels of the organization accountable for safety performance
- Supporting continuous improvement in health and safety

2.2 Senior Management Responsibilities

Senior management shall:

- Approve and communicate the corporate safety policy
- Ensure adequate budget allocation for safety programs
- Review safety performance metrics monthly
- Participate in incident investigations for serious events
- Lead by example in following safety requirements

2.3 Supervisor Responsibilities

Supervisors shall:

- Ensure workers are trained and competent for assigned tasks
- Conduct regular workplace inspections
- Correct unsafe conditions and behaviors immediately
- Investigate all incidents and near-misses
- Conduct toolbox meetings and safety communications
- Ensure personal protective equipment is available and used

2.4 Worker Responsibilities

Per OHS Act Section 5, workers shall:

- Take reasonable care to protect their own and others' health and safety
- Cooperate with employer safety requirements
- Use designated personal protective equipment
- Report hazards, incidents, and near-misses immediately
- Participate in required safety training

- Refuse unsafe work as per OHS Act Section 17

2.5 Contractor Responsibilities

All contractors working for Rare Energy Corporation shall:

- Maintain a safety program meeting or exceeding company requirements
- Provide evidence of required training certifications
- Comply with all site-specific safety requirements
- Report all incidents and hazards immediately
- Participate in site safety orientations
- Maintain drug and alcohol policies meeting company standards

2.6 Prime Contractor Designation

Per OHS Act Section 10, when two or more employers are present at a worksite, a prime contractor must be designated in writing. The prime contractor is responsible for:

- Establishing a system to ensure compliance with OHS requirements
- Designating a person in writing responsible for coordinating safety activities
- Communicating safety requirements to all employers

Section 3: Workplace Hazard Assessment and Control

3.1 Policy

Rare Energy Corporation will identify, assess, and control workplace hazards in accordance with OHS Code Part 2. Hazard assessments will be completed before work begins and repeated when conditions change.

3.2 Formal Hazard Assessment Requirements

Per OHS Code Section 7, formal hazard assessments shall:

- Be completed before work begins at any worksite
- Identify existing and potential hazards
- Evaluate risk considering likelihood and consequence
- Document control measures using the hierarchy of controls
- Be repeated when work processes or conditions change
- Include worker participation in the assessment process

3.3 Hierarchy of Controls

Per OHS Code Section 9, hazards shall be controlled using the following hierarchy:

1. Elimination: Remove the hazard completely
2. Substitution: Replace with something less hazardous
3. Engineering Controls: Isolate people from the hazard
4. Administrative Controls: Change the way people work
5. Personal Protective Equipment: Protect the worker

Higher-level controls shall be implemented before relying on lower-level controls.

3.4 Field Level Risk Assessment (FLRA)

Field Level Risk Assessments shall be completed:

- At the start of each work day or shift
- When work conditions change during a task
- Before starting any non-routine task
- When new hazards are identified

FLRA forms must be signed by all workers and kept on file for one year minimum.

3.5 Process Hazard Analysis

For facilities handling hazardous materials, process hazard analysis shall be conducted to identify potential major accident scenarios and ensure adequate safeguards are in place.

3.6 Atmospheric Monitoring (March 2025 Update)

Per OHS Code Part 37, atmospheric monitoring is required at all oil and gas worksites where harmful substances may exist. This includes:

- Continuous or periodic monitoring for H₂S at sour operations
- LEL monitoring where flammable atmospheres may exist
- Oxygen monitoring in confined or enclosed spaces
- Wind direction indicators at ALL oil and gas worksites

Section 4: Safe Work Practices

4.1 Policy

Safe work practices define the minimum requirements for performing tasks safely. All workers must follow established safe work practices and stop work when conditions are unsafe.

4.2 Work Permit System

A work permit is required for the following activities:

- Hot work in or near flammable environments
- Confined space entry
- Energy isolation (lockout/tagout)
- Ground disturbance
- Work at heights above 3 meters
- Critical lifts

4.3 Confined Space Entry

Per OHS Code Part 5, a written code of practice for confined space entry is required. Key requirements:

- Entry permits required for all confined space entry
- Atmospheric testing before and during entry
- Attendant present at all times
- Rescue procedures and equipment in place
- Training for all entrants, attendants, and rescue personnel

4.4 Energy Isolation (Lockout/Tagout)

Per OHS Code Part 15, energy isolation is required before servicing equipment. Requirements:

- Identify all energy sources
- Isolate energy using approved devices
- Apply personal locks and tags
- Verify zero energy state before work begins
- Follow specific removal procedures

4.5 Fall Protection

Per OHS Code Part 9, fall protection is required when workers are exposed to falls of 3 meters or more. Requirements:

- Written fall protection plan for the worksite

- Guardrails, travel restraint, or fall arrest systems
- Inspection of equipment before each use
- Training for all workers using fall protection

4.6 Working Alone

Per OHS Code Part 28, working alone procedures require:

- Hazard assessment for working alone situations
- Effective communication system for check-ins
- Defined check-in intervals based on risk
- Emergency response procedures

4.7 Ground Disturbance

Before any ground disturbance:

- Submit locate request to Alberta One-Call minimum 3 days in advance
- Review crossing agreements for pipelines
- Complete ground disturbance checklist
- Hand expose within 1 meter of marked utilities

4.8 Hot Work

Hot work in or near flammable environments requires:

- Hot work permit completion
- Atmospheric testing (LEL below 10%)
- Fire watch and fire extinguisher present
- Post-work monitoring for 30 minutes minimum

Section 5: Safe Job Procedures

5.1 Policy

Job Safety Analysis (JSA) documents shall be developed for all routine and non-routine tasks that present significant hazards. JSAs break tasks into steps and identify hazards and controls for each step.

5.2 JSA Requirements

Each JSA shall include:

- Task description and scope
- Step-by-step task breakdown
- Hazards associated with each step
- Controls for each identified hazard
- Required PPE for each step
- Emergency procedures

5.3 JSA Review and Approval

JSAs shall be:

- Developed with worker input
- Reviewed and approved by supervisor
- Available at the work location
- Reviewed with workers before starting task
- Updated annually or when procedures change

5.4 Critical Task Inventory

The following tasks require documented JSAs:

- Well servicing operations
- Pipeline maintenance and repair
- Facility startup and shutdown
- Chemical handling and transfer
- Equipment rigging and lifting
- Electrical work
- Pressure testing
- Tank entry and cleaning

Section 6: Corporate Health and Safety Rules

6.1 Life Saving Rules

Rare Energy Corporation has adopted the Energy Safety Canada Life Saving Rules. These rules address activities with the highest potential for serious injury or fatality. Violation of Life Saving Rules will result in disciplinary action up to and including termination.

Rule 1: Confined Spaces - Obtain authorization before entering a confined space

Never enter a confined space without a valid entry permit, atmospheric testing, and rescue provisions in place.

Rule 2: Line of Fire - Stay out of the path of moving or falling objects

Position yourself away from potential struck-by and caught-between hazards. Never walk or work under suspended loads.

Rule 3: Hot Work - Obtain authorization before starting hot work in hazardous areas

Hot work in or near flammable environments requires a permit, atmospheric testing, and fire watch.

Rule 4: Working at Heights - Protect yourself against falls when working above 3 meters

Use guardrails, travel restraint, or fall arrest. Inspect equipment before use. Never disable fall protection.

Rule 5: Driving Safely - Follow all driving rules and avoid distractions

Wear seatbelt, obey speed limits, no cell phone use while driving, complete journey management for remote travel.

Rule 6: Energy Isolation - Verify isolation and use lock and tag before work begins

Identify all energy sources, apply personal lock, verify zero energy state before starting work.

Rule 7: Work Authorization - Work only with valid authorization when required

Obtain required permits before starting permitted work. Verify conditions on the permit match actual conditions.

Rule 8: Bypassing Safety Controls - Never bypass or disable safety devices without authorization

Safety devices protect you. Never remove guards, bypass interlocks, or disable safety systems without proper authorization and compensating controls.

Rule 9: Safe Mechanical Lifting - Plan all lifts and stay clear of suspended loads

Assess loads, verify equipment capacity, use qualified riggers, establish exclusion zones.

Rule 10: Fit for Duty - Arrive ready to work safely

Do not work under the influence of drugs or alcohol. Report fatigue that could affect safety. Disclose medications that may impair performance.

6.2 Stop Work Authority

All workers have the authority and responsibility to stop work when they observe unsafe conditions or behaviors. No one will face discipline for exercising stop work authority in good faith. Work shall not resume until hazards are addressed.

6.3 Right to Refuse Unsafe Work

Per OHS Act Section 17, workers have the right to refuse work they reasonably believe presents an undue hazard. Procedure:

6. Worker notifies supervisor of refusal and reasons
7. Supervisor investigates with worker present
8. If resolved, work resumes
9. If unresolved, contact Alberta OHS for investigation

Workers will not face reprisal for exercising this right in good faith.

Section 7: Personal Protective Equipment

7.1 Policy

Per OHS Code Part 18, personal protective equipment (PPE) shall be used when hazard assessments indicate the need. PPE is the last line of defense and does not replace engineering or administrative controls.

7.2 Basic PPE Requirements

The following PPE is required at all Rare Energy worksites:

PPE Item	Standard	Requirement
Hard hat	CSA Z94.1 Class E	All field locations
Safety glasses	CSA Z94.3	All work activities
Safety footwear	CSA Z195 Grade 1	All field locations
High-visibility clothing	CSA Z96 Class 2	Roadways and active worksites
Hearing protection	CSA Z94.2	When noise exceeds 85 dBA
Flame-resistant clothing	NFPA 2112	Flash fire and arc flash hazards
Work gloves	Task-appropriate	Material handling tasks

7.3 H2S Personal Monitors

Personal H2S monitors are required for all personnel at sour operations. Monitors shall:

- Be bump tested daily before use
- Be calibrated per manufacturer requirements
- Alarm at 10 ppm (low) and 15 ppm (high)
- Be worn in the breathing zone

7.4 Respiratory Protection

Per OHS Code Section 245, a written code of practice is required when respirators are used. The program includes:

- Selection of appropriate respirator type
- Fit testing for tight-fitting respirators
- Training on use, limitations, and maintenance
- Medical evaluation where required
- Air quality verification for supplied air systems

7.5 PPE Inspection and Maintenance

All PPE shall be:

- Inspected before each use
- Maintained per manufacturer requirements
- Replaced when damaged or past service life
- Stored properly when not in use

Section 8: Maintenance Program

8.1 Policy

Rare Energy Corporation maintains all equipment to ensure safe and reliable operation. Safety-critical equipment receives priority in maintenance scheduling.

8.2 Safety-Critical Equipment

The following equipment is designated as safety-critical:

- Emergency shutdown systems
- Pressure relief devices
- H2S detection systems
- Fire and gas detection systems
- Emergency lighting
- Breathing air systems
- Fire suppression equipment

8.3 Preventive Maintenance

Preventive maintenance schedules shall be established for all equipment based on:

- Manufacturer recommendations
- Regulatory requirements
- Operating experience
- Criticality to safety

8.4 Storage Tank Inspections (Directive 055)

Per AER Directive 055, storage tanks require:

- Monthly visual inspections for ASTs up to 5 cubic meters
- Integrity testing every 3-5 years depending on tank type
- Secondary containment inspections
- Leak detection monitoring

8.5 Pressure Equipment

Pressure equipment shall be managed per ABSA requirements including:

- Registration of pressure equipment
- Inspection at prescribed intervals
- Qualified personnel for repairs

- Documentation of inspections and repairs

8.6 Maintenance Records

Maintenance records shall be retained for:

- Equipment history: Life of equipment
- Pressure equipment: Per ABSA requirements
- Safety-critical equipment: Minimum 3 years
- Vehicle maintenance: Minimum 2 years

Section 9: Training and Communication

9.1 Policy

Per OHS Act Section 3, all workers shall be adequately trained for their assigned work. Training shall be documented and records maintained.

9.2 Required Training

Certification	Requirement	Validity
General Safety Orientation (GSO)	All field personnel	As specified
H2S Alive	Workers at sour operations	3 years
Standard First Aid	Per first aid requirements	3 years
WHMIS 2015	All workers	Ongoing
TDG	Workers transporting dangerous goods	3 years
Ground Disturbance	Workers involved in excavation	As specified
Confined Space Entry	Entrants, attendants, rescue	As specified
Fall Protection	Workers using fall protection	As specified
Energy Isolation	Workers performing lockout	As specified
ERP Training	All site personnel	Annual

9.3 Site-Specific Orientation

All personnel shall complete site orientation before working at Rare Energy locations. Orientation covers:

- Site-specific hazards and controls
- Emergency response procedures
- Muster points and evacuation routes
- Communication systems
- Site-specific rules and requirements

9.4 Toolbox Meetings

Toolbox safety meetings shall be conducted:

- Daily on active work sites
- Before starting non-routine tasks
- When conditions change

Topics should include: hazards for the day, lessons learned, safety reminders.

9.5 Training Records

Training records shall include:

- Worker name and date of training
- Training provider and method
- Competency verification where required
- Expiry date for time-limited certifications

Records shall be retained for duration of employment plus 3 years.

Section 10: Inspections

10.1 Policy

Regular inspections are essential to identify hazards before they cause incidents. Inspections verify that safety controls are in place and functioning.

10.2 Inspection Types and Frequency

Inspection Type	Frequency	Responsibility
Pre-job inspection	Before each task	Worker
Daily site inspection	Daily	Site supervisor
Weekly facility inspection	Weekly	Operations
Monthly management inspection	Monthly	Management
Equipment inspections	Per schedule	Operations/Maintenance
Vehicle inspections	Pre-trip	Driver
Fire extinguisher inspections	Monthly	Operations

10.3 Inspection Checklists

Site-specific inspection checklists shall be developed for each facility covering:

- General housekeeping and organization
- Equipment condition and guarding
- Safety systems and devices
- PPE availability and condition
- Emergency equipment
- Environmental controls

10.4 Corrective Action

Deficiencies identified during inspections shall be:

- Documented on the inspection form
- Assigned to responsible person with due date
- Tracked to completion
- Verified as effective

Critical deficiencies shall be corrected immediately or work stopped until corrected.

10.5 Trend Analysis

Inspection findings shall be analyzed quarterly to identify:

- Recurring issues requiring systemic correction
- Areas requiring additional focus
- Improvement trends

Section 11: Investigations and Incident Reporting

11.1 Policy

All incidents, injuries, and near-misses shall be reported and investigated to identify root causes and prevent recurrence.

11.2 Incident Classification

Classification	Definition	Investigation Level
Fatality	Work-related death	Senior management lead
Serious injury	Hospitalization, amputation, loss of sight	Management lead
Lost time injury	Injury preventing return to work	Supervisor lead
Medical aid	Injury requiring medical treatment	Supervisor lead
First aid	Minor injury treated on site	Documented only
Near-miss	Event with potential for serious harm	Supervisor lead
Hazard report	Identified unsafe condition	Documented with action

11.3 Reporting Requirements

The following incidents must be reported to Alberta OHS per Act Section 33:

- Fatalities
- Injuries resulting in hospitalization
- Unplanned explosions or fires
- Collapse of structures or equipment
- Other incidents as specified in regulation

Reports must be made as soon as possible and the scene preserved pending investigation.

11.4 Investigation Process

10. Secure the scene and provide first aid
11. Report incident to supervisor immediately
12. Gather initial information and preserve evidence
13. Conduct investigation using root cause analysis
14. Identify corrective actions
15. Implement and verify corrective actions
16. Share lessons learned

11.5 Root Cause Analysis

Investigations shall identify root causes, not just immediate causes. Methods include:

- 5 Whys analysis
- Fishbone (Ishikawa) diagrams
- TapRoot methodology for serious incidents

11.6 Near-Miss Reporting

Near-miss reporting is critical to preventing future incidents. Workers are encouraged to report near-misses without fear of discipline. Near-misses with high potential shall be investigated with the same rigor as actual incidents.

Section 12: Emergency Response Plans

12.1 Policy

Rare Energy Corporation maintains emergency response plans (ERPs) to protect workers, the public, and the environment. ERPs comply with OHS Code Part 7 and AER Directive 071.

12.2 Emergency Types

ERPs address the following potential emergencies:

- H2S or other toxic gas release
- Fire or explosion
- Spill or environmental release
- Medical emergency
- Well control incident
- Natural disaster (wildfire, severe weather)
- Security threat

12.3 Emergency Response Organization

Rare Energy uses the Incident Command System (ICS) for emergency response. Key roles:

- Incident Commander: Overall responsibility for the response
- Operations: Direct tactical response activities
- Planning: Information gathering and documentation
- Logistics: Resources, personnel, and supplies
- Finance: Cost tracking and procurement

12.4 Emergency Contact Information

24-Hour Emergency Line: 1-833-825-6938

Contact	Phone Number
Rare Energy Emergency Line	1-833-825-6938
Alberta OHS	1-866-415-8690
AER Emergency	1-800-222-6514
Poison Control	1-800-332-1414
CANUTEC	1-888-226-8832
Local Emergency	911

12.5 ERP Training and Exercises

Per Directive 071 requirements:

- All personnel receive ERP training upon hire and annually
- Tabletop exercises conducted annually
- Major exercises conducted every three years for AER-approved ERPs
- Exercise results documented with lessons learned

12.6 February 2026 Directive 071 Updates

Effective February 2, 2026, new Directive 071 requirements include:

- Mandatory Emergency Management Program (EMP) with senior management sign-off
- Mandatory Incident Command System adoption
- Enhanced continuous improvement requirements

Rare Energy is transitioning to meet these requirements ahead of the deadline.

Section 13: Statistics and Records

13.1 Policy

Safety statistics shall be tracked, analyzed, and reported to identify trends and measure performance.

13.2 Key Performance Indicators

Lagging Indicators (outcomes):

- Total Recordable Incident Frequency (TRIF)
- Lost Time Incident Frequency (LTIF)
- Severity Rate
- Days Away, Restricted, or Transferred (DART)

Leading Indicators (activities):

- Hazard reports submitted
- Near-miss reports submitted
- Inspections completed vs. scheduled
- Training completion rate
- Corrective actions closed on time

13.3 Metric Calculations

Metrics are calculated per Energy Safety Canada standards:

- $TRIF = (\text{Recordable incidents} \times 200,000) / \text{Hours worked}$
- $LTIF = (\text{Lost time incidents} \times 200,000) / \text{Hours worked}$
- $\text{Severity Rate} = (\text{Lost days} \times 200,000) / \text{Hours worked}$

13.4 Record Retention

Record Type	Retention Period
Hazard assessments	3 years
Training records	Duration of employment + 3 years
Incident investigation reports	5 years minimum
Inspection records	3 years
Confined space permits	1 year
First aid treatment records	3 years
Noise exposure assessments	10 years

Audiometric testing records	Duration of employment
ERP exercise documentation	5 years

13.5 Reporting

Safety statistics shall be reported:

- Monthly to operations management
- Quarterly to senior management
- Annually in company safety summary

Section 14: Health and Safety Committee, WHMIS, Environmental Policy

14.1 Joint Health and Safety Committee

Per OHS Act Sections 13-14, a Joint Health and Safety Committee (JHSC) is required for worksites with 20 or more workers. The JHSC:

- Meets at least quarterly
- Has equal employer and worker representation
- Reviews incident statistics and trends
- Participates in workplace inspections
- Makes recommendations to management
- Posts member names and contact information (per March 2025 update)

14.2 Health and Safety Representative

For worksites with 5-19 workers, a Health and Safety Representative shall be designated to:

- Identify unsafe conditions
- Receive worker concerns
- Make recommendations to management
- Participate in incident investigations

14.3 WHMIS Program

Per OHS Code Part 29, the Workplace Hazardous Materials Information System (WHMIS) program includes:

- Supplier and workplace labels on controlled products
- Safety Data Sheets (SDS) available for all hazardous products
- Worker training on labels, SDSs, and safe use procedures

SDSs must be updated within 3 years of supplier issue date and be readily accessible.

14.4 Environmental Policy

Rare Energy Corporation is committed to environmental stewardship. We will:

- Comply with all environmental regulations
- Minimize emissions and waste
- Prevent spills through proper design and procedures
- Respond promptly and effectively to environmental incidents
- Continuously improve environmental performance

14.5 Spill Prevention and Response

Per AER Directive 055 and 060:

- Secondary containment for storage tanks
- Spill kits available at all locations
- Spill response procedures posted
- Immediate reporting of releases to AER
- Documentation of spill response and remediation

Appendix A: Drug and Alcohol Policy

A.1 Policy Statement

Rare Energy Corporation is committed to a workplace free from the negative effects of drugs and alcohol. This policy applies to all employees, contractors, and visitors.

A.2 Prohibitions

The following are prohibited:

- Reporting to work or working while impaired by drugs or alcohol
- Possession, use, or distribution of illegal drugs on company property
- Unauthorized possession or consumption of alcohol on company property
- Cannabis possession or use at safety-sensitive worksites regardless of legality

A.3 Safety-Sensitive Positions

The following positions are designated as safety-sensitive:

- All field operations positions
- Drivers of company vehicles
- Equipment operators
- Any position where impairment could cause harm

A.4 Testing

Drug and alcohol testing may be conducted under the following circumstances:

- Pre-access testing for safety-sensitive positions
- Reasonable cause when impairment is suspected
- Post-incident within 8 hours for alcohol, 32 hours for drugs
- Return-to-work following violation
- Follow-up testing during monitoring period

A.5 Disclosure Requirements

Workers must disclose:

- Use of any medication that may impair job performance
- Any substance dependency requiring accommodation

A.6 Consequences

Violation of this policy will result in disciplinary action up to and including termination. Workers who voluntarily disclose a substance use problem before a violation will be offered support and accommodation where possible.

A.7 Support Resources

Rare Energy provides access to Employee Assistance Program (EAP) resources for workers seeking help with substance use issues. Contact information is available from Human Resources.

Appendix B: Violence and Harassment Prevention Plan

Effective: March 31, 2025 (Per Alberta OHS Code Part 27 Amendments)

B.1 Policy Statement

Rare Energy Corporation is committed to providing a workplace free from violence and harassment. All workers have the right to work in an environment where they are treated with dignity and respect.

B.2 Definitions

Violence: The threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm.

Harassment: Any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action that the person knows or ought to reasonably know will or would cause offense, humiliation, or adversely affect health and safety.

B.3 Hazard Assessment

Rare Energy assesses workplace violence and harassment hazards considering:

- Work involving the public or clients
- Working alone or in isolated locations
- Handling cash or valuables
- Previous incidents at the workplace
- Working with volatile persons

B.4 Control Measures

Control measures include:

- Training all workers on policy and procedures
- Clear reporting procedures
- Investigation process for complaints
- Support for affected workers
- Physical security measures where required

B.5 Reporting Procedures

Workers experiencing or witnessing violence or harassment should:

17. Report to immediate supervisor or alternate contact
18. Document the incident with dates, times, witnesses
19. Cooperate with investigation

Reports may also be made directly to Human Resources. Anonymous reporting is available.

B.6 Investigation Process

All reports will be investigated promptly and confidentially. The investigation will:

- Interview the complainant, respondent, and witnesses
- Review relevant documentation
- Make findings of fact
- Determine appropriate corrective action
- Inform both parties of the outcome

B.7 Confidentiality

Information about complaints and investigations will be kept confidential to the extent possible, shared only with those who need to know to conduct the investigation or implement corrective actions.

B.8 No Reprisal

Workers who report violence or harassment in good faith will not face reprisal. Retaliation against complainants or witnesses is prohibited and will result in disciplinary action.

Appendix C: Forms and Checklists

The following forms support this Health and Safety Manual:

Hazard Assessment and Control

- HAZ-01: Formal Hazard Assessment
- HAZ-02: Field Level Risk Assessment (FLRA)
- HAZ-03: Job Safety Analysis (JSA)

Permits

- PER-01: Confined Space Entry Permit
- PER-02: Hot Work Permit
- PER-03: Ground Disturbance Permit
- PER-04: Energy Isolation Permit

Inspections

- INS-01: Daily Site Inspection Checklist
- INS-02: Weekly Facility Inspection Checklist
- INS-03: Monthly Management Inspection Checklist
- INS-04: Vehicle Pre-Trip Inspection
- INS-05: Fire Extinguisher Inspection Log

Incidents

- INC-01: Incident Report Form
- INC-02: Investigation Report
- INC-03: Near-Miss Report
- INC-04: Hazard Report

Training

- TRN-01: Site Orientation Checklist
- TRN-02: Training Record Form
- TRN-03: Toolbox Meeting Record

Emergency Response

- ERP-01: Emergency Drill Record
- ERP-02: Emergency Contact List

Contractor Management

- CON-01: Contractor Pre-Qualification Checklist
- CON-02: Contractor Orientation Checklist

Forms are available from the Safety Department or on the company intranet.

Document Control

Revision History

Revision	Date	Description	Approved By
1.0	2021	Initial release	Management
2.0	January 2025	Comprehensive update: March 2025 OHS Code amendments, AER Directive 071 updates, Life Saving Rules adoption, Violence and Harassment Prevention Plan	Management

Next Review Date

This manual shall be reviewed annually. Next review: January 2026

Document Approval

President, Rare Energy Corporation

Date: _____