



North Atlantic Wind to Hydrogen Project Workforce and Employment Plan

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Revision History:

Rev.	Section	Date of Revision	Description

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List of Acronyms and Abbreviations

AES-L	Advanced Education, Skills and Labour
EPC	Engineering, Procurement and Construction
GEDI	Gender Equity, Diversity and Inclusion
HGP	Hydrogen Generation Plant
HP	Hydrogenation Plant
IET	Industry, Energy and Technology
kV	Kilovolt
LOHC	Liquid Organic Hydrogen Carrier
MW	megawatt
NAICS	North American Industry Classification System
NL	Newfoundland and Labrador
NLOWE	NL Organization for Women Entrepreneurs
NOC	National Occupational Classification
North Atlantic	North Atlantic Refining Corp.
OAWA	Office to Advance Women Apprentices
OSW	Office for the Status of Women
the Plan	Workforce and Employment Plan
the Project	Wind to Hydrogen Project
WISE NL	Women in Science and Engineering Newfoundland and Labrador
WRDC	Women in Resource Development Corporation

Executive Summary

North Atlantic Refining Corp. (North Atlantic) is proposing to undertake the development of a wind to hydrogen project (the Project) on the Isthmus of Avalon of Newfoundland and Labrador (NL). This Project will entail development, construction, operation and eventual decommissioning of a 324-megawatt (MW) Wind Farm consisting of 45 wind turbines on an undeveloped peninsula situated between Sunnyside and Deer Harbour. The Wind Farm will provide renewable electricity via a 138 kilovolt (kV) transmission line to a newly developed Hydrogen Generation Plant, from where generated hydrogen will be transported to a Hydrogenation Plant for transformation into a Liquid Organic Hydrogen Carrier (LOHC), which will be shipped from North Atlantic's port facilities to international markets for use in various decarbonization technologies.

The Workforce and Employment Plan outlines workforce requirements, recruitment, training and development, and retention strategies as well as reporting requirements for the Project. The Project will create new employment opportunities in the renewable energy sector and supporting industries. The following jobs are projected by Project phase:

- Construction: more than 1,200 full-time positions over the course of the entire Construction Phase.
- Operation and Maintenance: approximately 62 full-time positions.

North Atlantic will employ a combination of direct hires and contractors, with a strong emphasis on local hiring and diversity and inclusion. Competitive compensation packages will be offered to attract and retain qualified talent. The Project will support apprenticeships and provide necessary training to ensure all employees are well-prepared for their roles. Reporting on workforce statistics will be conducted quarterly as per government requirements. Prior to construction, a Benefits Agreement and Gender Equity, Diversity and Inclusion (GEDI) Plan will be established to meet the requirements of regulators and to ensure the Project delivers meaningful employment and economic opportunities for residents (local, regional and provincial) and under-represented groups.

1.0 Introduction

North Atlantic Refining Corp. (North Atlantic) is proposing to undertake the development of a wind to hydrogen project (the Project) on the Isthmus of Avalon of Newfoundland and Labrador (NL). This Project will entail development, construction, operation and eventual decommissioning of a 324-megawatt (MW) Wind Farm consisting of 45 wind turbines on an undeveloped peninsula situated between Sunnyside and Deer Harbour. The Wind Farm will provide renewable electricity via a 138 kilovolt (kV) transmission line to a newly developed Hydrogen Generation Plant (HGP), from where generated hydrogen will be transported to a Hydrogenation Plant (HP) for transformation into a Liquid Organic Hydrogen Carrier (LOHC), which will be shipped from North Atlantic's port facilities to international markets for use in various decarbonization technologies.

The proposed Project will enhance employment opportunities in Sunnyside, Come By Chance, Arnold's Cove and throughout eastern Newfoundland especially during construction. Employees will have access to training and development programs, enhancing their skills and career prospects. The Project will contribute to employment in the NL renewable energy sector and generate additional indirect employment in supporting industries in the province. In the long term, this initiative will provide sustainable employment, contributing to overall economic growth and development in eastern Newfoundland.

2.0 Labour Force

Table Q-2.0-1 presents employment distribution categorized by gender in industries and occupations expected to play crucial roles in direct and indirect labour, as well as goods and services essential to the Project. Table Q-2.0-1 shows the 2021 labour force in Sunnyside, Come By Chance, Arnold's Cove, Southern Harbour, and Clarenville organized by the North American Industry Classification System. The dominant industry sectors for employment in 2021 were "mining, quarrying, and oil and gas extraction", "construction", and "manufacturing".

Table Q-2.0-1 Employment by Industry Rates – 2021 (Statistics Canada, 2023).

Industry – Sectors – North American Industry Classification System (NAICS)	Sunnyside		Come by Chance		Arnold's Cove		Southern Harbour		Clareville	
	Men+	Women+	Men+	Women+	Men+	Women+	Men+	Women+	Men+	Women+
11 Agriculture, forestry, fishing and hunting	0.0	0.0	0.0	0.0	9.6	0.0	41.2	30.0	1.8	0.0
21 Mining, quarrying, and oil and gas extraction	10.0	0.0	22.2	0.0	0.0	0.0	0.0	0.0	4.2	0.0
22 Utilities	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.2	0.6
23 Construction	20.0	10.0	0.0	28.6	15.4	4.9	17.6	0.0	13.4	1.2
31-33 Manufacturing	40.0	15.0	44.4	0.0	25.0	22.0	23.5	20.0	8.9	2.1
41 Wholesale trade	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.5	0.6
44-45 Retail trade	0.0	0.0	0.0	0.0	7.7	12.2	0.0	0.0	15.7	21.3
48-49 Transportation and warehousing	0.0	0.0	0.0	28.6	15.4	0.0	0.0	0.0	9.8	0.9
51 Information and cultural industries	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.2	0.0
52 Finance and insurance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.6	1.8
53 Real estate and rental and leasing	0.0	0.0	22.2	0.0	0.0	0.0	0.0	0.0	0.6	1.2
54 Professional, scientific and technical services	10.0	0.0	0.0	0.0	9.6	4.9	0.0	0.0	4.7	3.9
55 Management of companies and enterprises	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
56 Administrative and support, waste management and remediation services	0.0	0.0	0.0	0.0	3.8	7.3	0.0	0.0	3.3	1.8
61 Educational services	0.0	0.0	0.0	0.0	0.0	12.2	0.0	0.0	4.2	10.2
62 Health care and social assistance	0.0	20.0	0.0	0.0	0.0	12.2	0.0	0.0	5.3	29.9
71 Arts, entertainment and recreation	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.8	1.8

Industry – Sectors – North American Industry Classification System (NAICS)	Sunnyside		Come by Chance		Arnold's Cove		Southern Harbour		Clareville	
	Men+	Women+	Men+	Women+	Men+	Women+	Men+	Women+	Men+	Women+
72 Accommodation and food services	0.0	20.0	0.0	0.0	0.0	9.8	0.0	0.0	6.8	7.5
81 Other services (except public administration)	0.0	0.0	0.0	0.0	7.7	4.9	0.0	0.0	4.2	5.7
91 Public administration	0.0	10.0	0.0	0.0	0.0	4.9	0.0	0.0	7.7	6.9
Notes "Men+" includes men (and/or boys), as well as some non-binary persons. "Women+" includes women (and/or girls), as well as some non-binary persons (Statistics Canada 2023).										

Table Q-2.0-2 provides a concise overview of employment distribution categorized by gender across various occupations, providing a foundation for understanding the prevailing labour force dynamics in the area. The labour force in the Sunnyside, Come By Chance, Arnold's Cove, Southern Harbour, and Clarendville is dominated by "trades, transport and equipment operators and related occupations" with employment in manufacturing and utilities. The workforce in these communities exhibits a notably higher representation of men employed in "trades, transportation and equipment operators and related occupations". This implies a larger proportion of men are engaged in occupations closely aligned with the Project's requirements.

Table Q-2.0-2 Employment by Occupation Rates – 2021 (Statistics Canada, 2023).

Occupation – Broad category – National Occupational Classification (NOC)	Sunnyside		Come by Chance		Arnold's Cove		Southern Harbour		Clareville	
	Men+	Women+	Men+	Women+	Men+	Women+	Men+	Women+	Men+	Women+
0 Legislative and senior management occupations	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1 Business, finance and administration occupations	0.0	30.0	0.0	42.9	0.0	14.6	0.0	0.0	5.6	15.0
2 Natural and applied sciences and related occupations	0.0	0.0	0.0	0.0	17.3	7.3	0.0	0.0	8.6	0.6
3 Health occupations	0.0	10.0	0.0	0.0	0.0	4.9	0.0	0.0	5.0	15.9
4 Occupations in education, law and social, community and government services	0.0	15.0	0.0	0.0	0.0	22.0	0.0	20.0	10.1	21.9
5 Occupations in art, culture, recreation and sport	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.6	1.2
6 Sales and service occupations	0.0	35.0	0.0	0.0	15.4	31.7	11.8	30.0	20.8	39.2
7 Trades, transport and equipment operators and related occupations	55.0	0.0	66.7	28.6	32.7	0.0	41.2	0.0	36.8	1.5
8 Natural resources, agriculture and related production occupations	0.0	0.0	0.0	0.0	3.8	0.0	35.3	0.0	2.4	0.6
9 Occupations in manufacturing and utilities	15.0	15.0	22.2	0.0	26.9	12.2	7.4	0.0	5.9	1.8
Notes "Men+" includes men (and/or boys), as well as some non-binary persons. "Women+" includes women (and/or girls), as well as some non-binary persons (Statistics Canada 2023).										

3.0 Scope

This document has been developed to accompany Project Registration under the NL **Environmental Protection Act** (Environmental Assessment Regulations) and reflects North Atlantic's commitment to implementing described actions and report on results achieved.

The Workforce and Employment Plan (the Plan) outlines workforce requirements, recruitment, training and development, and retention strategies as well as reporting requirements for the Project. The Plan applies to all components of the Project, including onshore wind energy generation, hydrogen production and hydrogenation. It addresses all phases of the Project from Construction, Operation and Maintenance, and Decommissioning and Rehabilitation. The Plan applies to all employees of the Project; all contractors and sub-contractors will be encouraged to adopt the Plan.

4.0 Workforce Requirements

4.1 Workforce Forecast

A 2024 feasibility study predicted construction and operations of a 324 MW Wind Farm, and hydrogen production plants would require a combined total of 1,225 full-time positions. The total workforce includes a management team and various professional, technical and administrative roles. Detailed estimates of required positions during the Construction Phase and Operation and Maintenance Phase are available in Appendix Q1 of this document. These high-level estimates may change as the Project progresses through design, planning and construction, and as the facilities reach production capacity. The current estimates give an idea of workforce requirements and timeframes when they are needed.

4.1.1 Construction

During the peak Construction Phase, the Project will employ approximately 878 full-time positions (42 hr/week) for hydrogen and hydrogenation construction activities, and up to 347 full-time positions for wind turbine construction activities. The Construction Phase for the Wind Farm is scheduled from November 2026 to April 2029, with commissioning set to occur from April 2029 to July 2029. The Construction Phase for the North Atlantic Hydrogen Plant is planned to begin in November 2026 and be completed by February 2028, with commissioning set to occur from December 2028 to February 2029.

These positions will support construction of wind turbines, electricity collection systems, substations, water collection systems, access roads, an HGP, an HP, maintenance buildings, and other supporting

infrastructure and facilities. The construction workforce is expected to consist primarily of construction trades, transport, and equipment operators and related occupations.

Construction trade jobs include heavy equipment operators, carpenters, masons, painters, boilermakers, electricians, millwrights, pipefitters, ironworkers, sheet metal workers, crane operators, drillers and blasters, industrial truck drivers, machinery operators, trades helpers and labourers, electrical trades and collector line and telecommunications workers, and contractors and supervisors. These roles are integral to advancing the Construction Phase for the North Atlantic wind-to-hydrogen Plant.

The Project will require a diverse set of skills and expertise, including management staff, office and administrative staff, technical occupations in computer and information systems; civil and mechanical engineering; electronics and electrical engineering; land surveyors; and inspectors and regulatory officers. The workforce requirements for the Construction Phase and the estimated number of workers required are detailed in Appendix Q1.

4.1.2 Operation and Maintenance

The Project will employ approximately 49 full-time positions for the Operation and Maintenance Phase of the North Atlantic Hydrogen Plant and HP, and around 13 full-time positions for the Operation and Maintenance Phase of the Wind Farm. Throughout this phase, the efficiency of the North Atlantic Hydrogen Plant and HP and the North Atlantic Wind Plant will be maintained by a diverse team comprising wind turbine technicians, maintenance trades, security personnel, operations managers, engineers, technicians, plant operators, transportation operators, and office and administrative staff. A preliminary enumeration and breakdown of occupations required for the Operation and Maintenance Phase is provided in Appendix Q1, Project Occupations.

4.1.3 Decommissioning and Rehabilitation

The Decommissioning and Rehabilitation Phase of the Project will necessitate a substantial workforce for dismantling and removal of all Project components. This phase will require a dedicated workforce to dismantle wind turbines, transmission lines, substations, Hydrogen Plant and HP. These activities will align with a reduction in operations and will be refined throughout the operational lifecycle. It is premature to identify the necessary workforce at this stage of the Project. However, as the Project approaches the end of the Operation and Maintenance Phase, the Workforce and Employment Plan will be updated to reflect workforce requirements as well as policy development.

5.0 Commitments

Prior to Project construction, North Atlantic will prepare a Benefits Agreement, that meets the requirements of the Minister of Industry, Energy and Technology (IET), and a GEDI Plan that meets the requirements of the Minister responsible for Women and Gender Equality. Recognizing the Project's local impact, the agreement will focus on providing employment and economic opportunities to support and empower residents, businesses and relevant Indigenous peoples.

5.1 Benefits

The Project will ensure that NL residents receive priority employment opportunities, with additional consideration given to local area residents and relevant Indigenous peoples. Further detail regarding hiring protocols will be included in the Project Benefits Agreement.

All contractors, subcontractors, partnering companies, and other employment sources for the Project will adhere to any protocols developed to ensure full and fair opportunities in keeping with North Atlantic's policies and standard operating procedures.

5.2 Diversity, Equity and Inclusion

North Atlantic is committed to fostering a diverse, equitable and inclusive work environment culture that welcomes, respects and values all employees, as outlined in their Diversity, Equity and Inclusion Policy (Appendix Q2). North Atlantic recognizes that inclusiveness cultivates innovative thinking and better outcomes.

"North Atlantic embraces employees' differences in areas such as, but not limited to age, color, disability, ethnicity, culture, family or marital status, sexual orientation, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, socio-economic status, veteran status, and any other characteristics that make employees who they are."

6.0 Recruitment and Retention

North Atlantic intends to directly hire employees for the management team during the Construction and Operation and Maintenance Phases of the Project, while contracting out areas of expertise as required. North Atlantic has implemented a contractor safety management procedure to ensure that work is done safely and in accordance with all applicable regulations and/or requirements (Appendix Q3). Engineering, Procurement and Construction (EPC) contracts will be utilized to hire the construction contractor workforce.

North Atlantic is committed to hiring locally, when possible, to help support community growth and enhance the sustainability of its initiatives. By contributing to the local tax base, the company aims to improve public services and infrastructure, benefiting the community's well-being. The Project is also expected to generate indirect economic benefits, boosting revenue for local service industries like accommodations, food services, construction, health care, social assistance, and retail trade.

If there is a shortage of skilled trades in the local workforce, contractors will seek workers provincially and nationally. Accessing skilled trade workers internationally is not expected to be necessary for this Project, but the Government of NL aims to welcome over 5,100 newcomers for permanent residency by 2026 (Government of NL, 2021). As required, the company will actively seek and support newcomer candidates in construction trades to enhance the locally available skilled trades workforce.

All job postings will include GEDI statements to encourage applicants of diverse backgrounds. The company will also work with Indigenous peoples and organizations representing typically under-represented populations about job opportunities. North Atlantic is committed to a fair and competitive compensation package for all workers on the Project. A competitive compensation package, including attractive wages, shifts and turnaround schedules will be used to recruit and retain the workforce.

7.0 Training and Development

The green hydrogen industry is a recent development in NL. The Project will require existing trades and new skill sets. Project-specific training will be provided as needed, either before or during the Project, to ensure employees can perform their duties effectively.

North Atlantic is dedicated to providing employees with the necessary education and training to perform their jobs effectively. The company will supply the resources, and employees will engage in all relevant safety training to minimize the loss of human and physical resources (Appendix Q4).

7.1 Apprenticeship

North Atlantic will support training and development of registered apprentices to provide opportunities for skilled tradespeople. Trades must be Red Seal Provincial or Interprovincial Journeyperson certified. Apprentices must be registered with the Apprenticeship and Trades Certification Division of the NL Department of Immigration, Population Growth and Skills. North Atlantic will work with contractors to ensure a minimum of 10% of total labour hours worked for the Project are conducted by apprentices registered in a red seal trade.

These are subject to availability of apprentices and level of skill required for each phase of the Project. The appropriate ratio of apprentices to journeypersons will be established to ensure proper training and supervision.

To qualify for NL Manufacturing and Processing Investment Tax Credit, a minimum of 10% of the total labour hours works for the Project must be apprentices registered in a red seal trade. North Atlantic will work with contractors to meet these requirements.

8.0 Stakeholder Engagement

North Atlantic is committed to communicating and collaborating with various stakeholder organizations and institutions to help address employment needs for the Project and to enhance opportunities for local employment including women and other under-represented groups. This commitment will be refined as Project planning evolves and at present includes:

- Partnership with educational and training institutions (e.g., Memorial University, College of the North Atlantic), trade unions, relevant professional organizations (e.g., Professional Engineers and Geoscientists NL, Trades NL) and other stakeholders to raise awareness about job opportunities and essential skills needed for the Project.
- Collaboration with government and other stakeholders in community-level information sessions.
- Outreach to organizations such as the Office to Advance Women Apprentices (OAWA), Women in Resource Development Corporation (WRDC), Women in Science and Engineering Newfoundland and Labrador (WISE NL), NL Department of Advanced Education, Skills and Labour and the Office for the Status of Women (OSW).
- Outreach to women business owners and business organizations such as the NL Organization for Women Entrepreneurs (NLOWE) to share information about procurement processes.
- Use of inclusive language and imagery in all job postings and communications to encourage engagement.

9.0 Monitoring and Reporting

In alignment with the Benefits Plan, a follow-up and monitoring program will be developed to report workforce and employment statistics related to the Project. Periodic reports detailing key employment metrics and achievements will be prepared for each phase of the Project. These reports, submitted as required will report on the following employee statistics:

- Total number of employees by NOC code 2021.
- Number of full-time and part-time employees.
- Number of apprentices by NOC code 2021.
- Number of journeypersons by NOC code 2021.
- Gender (self-reported).
- Indigeneity (self-reported).
- Geographic origin of workforce (based on permanent address).
- Any other relevant social identity factors as self-reported by employees and can be legally collected and disseminated.

10.0 References

Government of Newfoundland and Labrador. (2021). *Strategic plan 2023-2026*. <https://www.assembly.nl.ca/business/electronicdocuments/IPGSSStrategicPlan2023-2026.pdf>

Statistics Canada. (2023). Annual Demographic Estimates: Canada, Provinces and Territories, 2023. <https://www150.statcan.gc.ca1>.

Appendix Q-1: Labour Requirements

Construction Phase

HDYROGEN and HYDROGENATION

	NOC Code	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
		2026	2027	2027	2027	2027	2028	2028	2028	2028	2029
Project Manager	0	1	1	1	1	1	1	1	1	1	1
Construction Manager	7	1	1	1	1	1	1	1	1	1	1
Human Resources Manager	1	1	1	1	1	1	1	1	1	1	1
Recruiter	1	1	1	1	1	1	1	1	1	1	1
Financial Manger	1	2	4	4	4	4	4	4	4	4	2
Contract Administrator	1	2	2	2	2	2	2	2	2	2	2
Purchaser	1	0	2	4	4	4	4	4	4	2	1
Project Engineering	2	2	2	2	4	4	4	4	4	4	2
Field Engineering	2	1	1	6	13	14	14	14	13	6	3
Quality Control Manager	2	1	1	2	2	2	2	2	2	2	2
Quality Control Coordinators	2	1	1	2	5	5	5	5	5	5	5
Safety Manager	2	1	1	1	1	1	1	1	1	1	1
Safety Coordinator	2	2	2	5	8	8	8	8	8	4	2
Environmental Coordinator	2	1	1	2	4	4	4	4	4	2	1
Superintendent	7	1	1	6	13	14	14	14	13	6	3
Foremen	7	4	4	32	71	75	75	73	71	30	16
Tradespeople	7	27	27	313	698	737	737	717	698	286	143
Total		49	53	385	833	878	878	856	833	358	187

WIND

	NOC Code	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
		2026	2027	2027	2027	2027	2028	2028	2028	2028	2029
Project Manager	0	1	1	1	1	1	1	1	1	1	1
Construction Manager	7	1	1	1	1	1	1	1	1	1	1
Human Resources Manager	1	1	1	1	1	1	1	1	1	1	1
Recruiter	1	1	1	1	1	1	2	2	2	2	1
Financial Manger	1	0	1	1	1	1	1	1	1	1	1
Purchaser	1	1	1	1	1	1	1	1	1	1	1
Project Engineering	2	1	1	1	1	1	2	2	2	2	1
Field Engineering	2	1	3	3	3	1	5	5	5	1	1
Quality Control Manager	2	0	1	1	1	1	1	1	1	1	1
Quality Control Coordinators	2	0	1	1	1	1	1	1	1	1	1
Safety Coordinator	2	2	2	2	2	1	3	3	3	1	1
Environmental Coordinator	2	0	1	1	1	1	1	1	1	1	1
Superintendent	7	1	3	3	3	1	5	5	5	1	1
Foremen	7	3	16	16	16	3	23	23	5	5	3
Tradespeople	7	36	268	313	96	17	253	253	253	66	17
Total		49	302	347	130	33	301	301	283	86	33

30KPTA	Manhours	Mandays	Manmonths	With 10% Tolerance
Total Manpower	1268373	181196	6969	7666
Wind	986,121	140874	5418	5960
Hydro	282,251	40322	1551	1706

Notes:

- 1. Considering Mandays based on effective 7 hrs work / manpower in a day.
- 2. Considering Manmonths based on 7 hrs in a day with 6 days in a week and 26 days in a month.
- 3. Reference: Prefeed Report

Reference Case	300
NA	324
Scale	1.08

Operation and Maintenance Phase

Position	SHARED between HGP and HGN Plant	Wind Farm	NOC	Estimated Time Frame
General Manager	1			30 years
Plant Manager	1	1		30 years
Administrative Assistant	1	1		30 years
Operations Manager	2			30 years
Operations Supervisor	4			30 years
DCS Operator	8		9	30 years
Field Operator	12		9	30 years
Operating Engineer	0			30 years
Engineering Manager	0			30 years
Process Engineer	1		2	30 years
Mechanical Engineer	1		2	30 years
Electrical Engineer	1		2	30 years
I&C Engineer	1		2	30 years
Senior Lab Technician	0			30 years
Lab Technician	4			30 years
Maintenance Manager	2			30 years
General Maintenance Staff	4			30 years
Administrative Manager	0.5			30 years
Accounting Manager	0.5			30 years
Accounts Payable and Receivable Specialist	0.5			30 years
Document Control/CAD	0.5			30 years
Quality Assurance	0			30 years
Payroll Officer	0.5			30 years
HR Manager	0.5			30 years
Planner/Scheduler	0			30 years
Warehouse Staff	2			30 years
HSSE	0.5			30 years
Wind Turbine Technician	-	11	7	30 years
TOTAL	48.5	13		

GROSS TOTAL	61.5
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Appendix Q-2: Diversity, Equity and Inclusion Policy

APPROVED BY:

President: Ted Lomond

HRM: Bob McGrath

DISTRIBUTION:

TO: All North Atlantic Marketing LP Employees

POLICY STATEMENT

NARL Marketing LP (from here on referred to as “North Atlantic”) is committed to fostering a diverse, equitable and inclusive work environment culture that welcomes, respects, and values all employees. North Atlantic recognizes that inclusiveness cultivates innovative thinking and better outcomes.

North Atlantic embraces employees’ differences in areas such as, but not limited to; age, color, disability, ethnicity, culture, family or marital status, sexual orientation, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, socio-economic status, veteran status, and any other characteristics that make employees who they are.

PURPOSE

This purpose of this Policy is to:

- Promote and empower a diverse, equitable and inclusive workplace.
- Provide clarity of the unbiased employment process.
- Provide a standard reference for employees and managers to grow diversity, equity and inclusion.
- Clarify responsibilities and expectations of employees.
- Clarify responsibilities and expectations of managers.

SCOPE

This policy applies to all employees of North Atlantic in all locations where the business operates.

Foster and Sustain Diversity, Equity and Inclusion

All employees will lead by example of displaying dignity, equity and respect. North Atlantic strives to develop a positive culture in an unbiased approach.

North Atlantic is committed to building a diverse and inclusive workplace by applying dignity and equity. All employees are treated in a respectful manner and will be provided the same access to opportunities and resources. North Atlantic will demonstrate commitment to promoting and advancing diversity, equity and inclusion by:

- a) Establishing and maintaining a Diversity Committee comprised of management/executive level employees and a number of employee representatives of marginalized groups. The committee will oversee diversity, equity and inclusion efforts at all levels, and ensure that diversity and inclusion is integrated into all initiatives and aspects of North Atlantic.

- (b) Dedicating adequate resources (in budget and staffing) to meet North Atlantic's diversity, equity and inclusion goals.
- (c) Encouraging diversity, equity and inclusion education/training on discrimination and harassment, systemic discrimination, unconscionable bias, stereotyping, marginalization, differential treatment, and the impact on performance perceptions.
- (d) Ensuring Human Resources employees have sufficient training and expertise in human rights legislation and diversity, equity and inclusion strategies. If there is no internal staff at North Atlantic who meet such requirements, an external expert may be retained to assist with achieving North Atlantic's diversity and inclusion goals.
- (e) Striving to ensure diversity is represented in all areas of North Atlantic including policies, procedures and practices.

RESPONSIBILITIES

EMPLOYEES

Employees are responsible to:

- Demonstrate respect and sound judgment in all interactions with co-workers, managers, and clients.
- Refrain from participating in all types of behaviour that could be perceived as biased.
- Have a clear understanding of their responsibilities, the option to report and addressing violations of this policy.
- Report areas where they feel there may be barriers to equal opportunities.
- Report instances where they believe they have been discriminated against or harassed to their immediate Manager, Supervisor, Human Resources, or the Diversity Committee.

MANAGERS

Managers are responsible to:

- Demonstrate respect and sound judgment in all interactions with employees, co-workers, managers, and clients.
- Promote and lead by example in fostering a workplace culture of respect and inclusiveness.
- Ensure awareness and adhering to this policy to their understand role and responsibilities.
- Ensure no reprisal against anyone who has comes forward to make a report in good faith.

Leadership and Accountability

North Atlantic will lead and be accountable to:

- Transform organizational culture by incorporating diversity in all levels of North Atlantic and develop accountability in the leadership team regarding diversity initiatives.
- Develop a diversity, equity and inclusion framework that will assist North Atlantic in building, fostering and sustaining a diverse and inclusive workplace. The goal is for North Atlantic to support diversity throughout all levels of the organization.
- Review all relevant policies, procedures and practices through a lens that builds, fosters and sustains diversity as a priority.

North Atlantic's diversity, equity and inclusion strategy is based on North Atlantic's workforce data, ongoing reviews of the employment policies and practices, data on the external workforce and other relevant information.

Recruitment

In order to achieve North Atlantic's goal of enhancing diversity, equity and inclusion, the following strategies in the recruitment process will be implemented:

- Using words that are gender-neutral including job titles.
- Ensuring an unbiased lens is used during the entire recruitment process.
 - All applicants are treated equal in an interview with regards to questions, and information given about the organization.
 - There will be more than one interviewer attending all interviews to prevent tunnel vision.
 - All employees are welcomed to the organization in a positive friendly including manner.
 - North Atlantic's commitment to diversity, equity and inclusion will be set out in the recruitment and promotional materials (e.g., job notices, website, formal and informal verbal or written communications with candidates).
 - North Atlantic will work with schools and educational institutions to promote opportunities for candidates from diverse communities.
 - Goal setting – North Atlantic will set equity and diversity recruitment goals when hiring.
 - Interviewing – “unconscious biased training” will be available for those involved in the recruitment process to ensure that hiring is as fair and as objective as possible.

Retention

A number of factors contribute to employee retention, such as career development, opportunity, satisfaction, rewards and recognition. To achieve North Atlantic's goal of enhancing diversity, equity and inclusion some or all of the following strategies with respect to retention will be implemented:

Reasonable accommodations – Restricting any *bona fide* occupational requirements already established, North Atlantic will, up to the point of undue hardship:

- Grant and respect accommodation requests for: family responsibilities, physical and mental disabilities, accessibility for persons with disabilities, diverse days of religious significance

Mentoring – North Atlantic will:

- Ensure that managers will mentor employees from diverse communities and those historically under-represented.
- Encourage employees from diverse communities and those historically under-represented to act as mentors and recommend and leverage existing mentoring programs.

Performance management – North Atlantic will:

- Mandate training and education on an overt bias, as well as “unconscious bias” training for those who conduct performance reviews.

Survey – North Atlantic will:

- Conduct exit interviews of employees and ask whether any overt or subtle forms of discrimination played a role in their decision to leave.

Compensation

- All compensation decisions, including salary levels and bonuses, will be made by the hiring manager in collaboration with Human Resources, with the evaluation criteria presented at the initial interview and used in subsequent performance reviews. These criteria are intended to be neutral and merit based.
- There will be consistency between the remuneration of employees with substantially similar qualifications, abilities, tenure and productivity levels.

Advancement

To achieve North Atlantic's goal of enhancing diversity, equity and inclusion some or all of the following strategies with respect to advancement will be implemented:

Clear criteria – North Atlantic will:

- Ensure that regular, documented performance reviews are considered in advancement decisions.

Leadership – North Atlantic will:

- Have a diverse group of employees serve on its leadership team, and as chairs of practice groups and client service teams.
- Ensure those in decision-making roles for promotions and advancement have had adequate diversity, equity and inclusion education/training.
- Ensure that proper training has been provided on how to evaluate candidates for promotion and that the criteria is being applied consistently.

Reporting Requirements

To better understand its workforce and diversity, equity and inclusion initiatives, **North Atlantic** will:

- Develop data for tracking and monitoring diversity initiatives.
- Conduct voluntary workplace surveys to understand the workforce demographics and profile.
- Maintain confidential employment diversity databases restricted to authorized staff for the purpose of engaging in activities related to advancing diversity achievements. Apart from that, any collection of personal information will be kept confidential unless required to be disclosed by law.

Monitoring the Policy

This policy will be reviewed and evaluated on an annual basis. As part of the annual review, the composition of North Atlantic's workforce will be assessed. If no substantial changes in the composition of the workforce can be shown, the policy will be reviewed and amended to effect the desired changes.

Complaint Procedure

- Where an employee or an applicant for employment believes that there has been a failure or breach of the policy, they should bring the concern to their direct supervisor or manager, who will contact a member of the Human Resources Team or Diversity Committee.
- If any employee feels like they cannot speak with their manager or supervisor, they can speak with any member of the HR team or a member of the diversity committee.
- North Atlantic will treat all complaints in a serious manner, will investigate all formal complaints and take applicable appropriate corrective measures recommended in the investigation report.
- Where an employee has been discriminated against by a client, patron or third party doing business with or for North Atlantic, North Atlantic will support and assist that person alleging discrimination in whatever manner seems appropriate.
- Any good faith report in violation of this policy should be made as soon as reasonably possible. A report will include all pertinent information.
- The person receiving the report will acknowledge receipt of and follow up with the employee on the report in a reasonable timeframe, dependent upon the circumstance.

DEFINITIONS

Biased:

Unfair and unreasoned distortion of judgement in favor of or against a person or thing.

Barriers:

Anything that prevents a person with a disability from fully participating because of his or her disability. Generally barriers fall into three areas: behavioral, procedural and physical. Barriers are usually hidden in the rules, procedures, policies and operations of organizations that limit the access to goods, services, programs and facilities, and economic, social and cultural participation of people from diverse groups. Barriers prevent under-represented groups from maximizing their contribution to the workplace.

Bona fide occupational requirement is a requirement that:

- The employer has adopted for a purpose or goal that is rationally connected to the functions of the position;
- The employer has adopted in good faith in the belief that it is necessary to fulfil the purpose or goal; and
- Is reasonably necessary to accomplish the purpose or goal in the sense that the employer cannot accommodate persons with the characteristics of a particular group without incurring undue hardship.

Discrimination:

Distinction or differential treatment of an individual on the basis of a prohibited ground, whether or not the differential treatment is intentional.

Diversity:

Any dimension that can be used to differentiate groups and people from one another. It means respect for and appreciation of differences on the basis of a prohibited ground. Diversity is about the individual employee and the variety of unique dimensions, qualities and characteristics we all possess.

Diversity and inclusion:

When combined, adds another dimension to the individual terms. Diversity and inclusion is about capturing the uniqueness of the individual, creating an environment that values and respects individuals for their talents, skills and abilities to benefit the collective culture in the workplace.

Duty to accommodate:

An individualized process designed to improve equality and eliminate disadvantages experienced by individuals or groups related to a prohibited ground, to the point of undue hardship. Accommodation includes appropriate steps designed to the special needs of individuals and groups protected by the *Human Rights Act*. Accommodation is determined in consultation with the person requesting the accommodation.

Equity:

Not limited to equal access to opportunities but equal benefits as well. It requires the removal of systemic barriers and the accommodation of differences so that individuals can benefit equally.

Harassment:

Course of vexatious (upsetting) comments or conduct that is known or ought to reasonably be known to be unwelcome. Individuals cannot harass others in places of employment on the basis a ground of discrimination as described in the *Human Rights Act*.

Inclusion:

The collective culture in the workplace. It is about creating a culture that strives for equity and embraces, respects and values differences.

Marginalization:

The process through which certain people are denied opportunities to become fully participating members of society and are pushed to the margins of the mainstream, including being prevented from finding work, attaining enhanced levels of education, or gaining access to social services. Marginalization particularly impacts people who experience multiple forms of oppression and discrimination.

Non-discriminatory:

Not making an unfair distinction between different categories, people, or things

Newfoundland Labour Standards Act:

The Labour Standards Division administers the province's Labour Standards Act and Regulations which mandates minimum terms and conditions of employment programs, facilities and public spaces, and participation in social, economic, cultural and political life.

Prohibited grounds:

According to Newfoundland and Labrador's *Human Rights Act*, are grounds on which there can be no discrimination in employment, and they include:

- Race
- Colour
- Nationality
- Ethnic origin
- Social origin

- religious creed
- Religion
- Age Disability/perceived disability
- Disfigurement
- Sex (which includes pregnancy)
- Sexual orientation
- Marital status
- Family status
- Gender expression and/or gender identity
- Source of income
- Political opinion

Unbiased:

Free from bias, 100% fair and equal

Appendix Q-3: Contractor Safety Management Procedure

Contractor Management SOP-HSE-012

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1. Purpose

As part of commitment to the safety of our employees, general public and contractors, North Atlantic has implemented a contractor safety management procedure. Hiring a contractor (*anyone who conducts work for North Atlantic that is not an employee of the company*) is a common practice for such tasks as maintenance, repairs, installations, product delivery and servicing. Under the NL *OH&S Act* and Regulations when North Atlantic outsources work or services, they are considered to be the principle contractor and has a legal responsibility to ensure work is done safely and in accordance to all applicable regulations and/or requirements.

Misunderstandings of health and safety responsibilities when there is no signed written agreement can lead to confusion, assumptions that will not protect the employees nor will it hold up in court in the event of a serious incident. Health and safety cannot be contracted out, we all are responsible and ignorance of OH&S law is not a defense in any situation. This SOP establishes the requirements for the administration and monitoring contractor compliance for work done on behalf of North Atlantic.

2. Responsibilities

2.1 CEO

- Provide the necessary support and resources to ensure this SOP is complied with by contractors.

2.2 HSEQ Coordinator

- Ensure that this SOP is implemented and maintained.
- Ensure that all contractual safety documentation is obtained and filed accordingly.
- Ensure that contractors are aware of and adhere to NA HSE management system and this SOP.

2.3 Manager/Supervisor

- To be knowledgeable in this procedure and apply to contractors that are hired under his/her supervision.
- Responsible to ensure contractors are knowledgeable in this procedure and adhere to it.
- Responsible for compliance on behalf of contractors to legislation, regulations, codes, and standards.
- Responsible for the contractor documentation submittal and to ensure that all required documentation is current, in good standing and provided to the HSEQ Coordinator.
- Report any health and safety concerns to the HSEQ Coordinator.

2.4 Contractors

- Comply with NA HSE management system, policies and procedures.
- Report and document all incidents involving contractor personnel, product and property, environmental spill or release to the HSEQ Coordinator within 24 hours.
- Attend on-site orientation (if required).
- Be aware of the procedures to follow in the event of an emergency and the location of the muster station.
- Wear the appropriate personal protective equipment for the task that is being performed.

3. Contractor Pre-qualification

A contractor management program/procedure is a tool to better centralize, qualify and monitor contractor's performance. As a result of implementing a contractor management program, an organization can expect to experience some, or all, of the following advantages:

- Reduces risk
- Reduces incidents
- Reduces cost associated with incidents
- Better supplier/client relationships
- Higher quality contractors and suppliers

North Atlantic utilizes various types of contractors to meet the needs of its diverse and multifaceted workforce. Some contractors, such as distributors of North Atlantic products and service work, are long standing permanent contractors and represent the company. Carriers of the products in bulk are also long standing contractors but represent their own respective companies. In addition to the long term standing contractors, North Atlantic utilizes other contracted work for various activities.

A fundamental requirement of due diligence is the need to establish a detailed and functioning safety program. An employer contracting for services will not be directly involved in creating the program, yet processes must be in place for advance review of the contractor's program. Effective contractor management relies on consistent procedures and the standardized pre-qualification phase. There must be a meaningful assessment of the contractor's prior to the commencement of work.

A practice known as "pre-qualification" is increasingly recognized as an acceptable and appropriate method for the health and safety assessment of contractors. No case law exist on this practice but it has generally accepted that such steps would include the following:

- Reasonable inquiries to ensure that the potential contractor has a health and safety policy and program (if applicable).
- Reviewing their procedures for ensuring the health and safety of their workers.
- Reasonable inquiries to confirm that appropriate instruction and training has been provided to ensure workers are qualified to perform the task.
- Provides important information regarding the contractor's health and safety record meaning any convictions, serious incidents, fatalities and how the company monitors compliance.

Once the prequalification phase has been met, the contractor must be monitored for compliance, this is a significant part of contractor management. North Atlantic can and will conduct random informal/formal inspections to ensure compliance. Non-compliance depending on the severity can lead to penalty or termination of the contract.

Depending on the nature of the work to be performed project hazard assessment, daily tool box/ safety meetings or task assessment may be requested.

In the event that a small company does not have a written safety program, the company may opt to agree to follow North Atlantic HSE Management System.

3.1 Pre-qualification requirements

- Copy of their OH&S Policy
- Liability insurance
- Letter of Good Standing with Workplace NL
- Licenses, training certifications
- Contractor agreement (see appendix A FM-HSE-010)
- Copy of the table of contents of their safety program* if applicable
- Hazard Assessment* if applicable
- To provide SDS for any controlled products**if applicable

3.2 Long standing contractors

North Atlantic has long standing contractual agreements with distributors who deliver fuels, including gasoline, furnace oil, dyed diesel, marine diesel, ultra-low sulphur diesel and propane to residential, commercial and marine customers. In addition to the distribution of fuels, long standing contractors also carry out servicing, installation and maintenance of furnaces, boilers and propane equipment. The fore mentioned contractors are to adhere to NA HSE management system as they are representing and fall under the North Atlantic umbrella.

North Atlantic is responsible for ensuring that the fore mentioned contractors are knowledgeable and in compliance with the health and safety program and are provided with required training.

3.3 Carriers (Bulk fuel haulers)

Carriers that provide bulk transportation service on behalf of North Atlantic are expected to ensure that their driver's training requirements are met as well as to ensure that all inspections are current for their trucks/trailers that transport North Atlantic products to commercial sites.

Carriers must submit to North Atlantic training certifications and B620 inspections. Carriers are to arrange orientations with NA HSEQ Coordinator for loading and unloading privileges at the NA Truck loading terminal as well as NA Tank Farm in Donovan's tank farm.

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3.4 Low risk Vendors

Low risk contractors such as vendors who deliver water, coffee, parcels or packages and recycling companies are to provide a letter of good standing to North Atlantic.

3.5 1-2 person companies

Companies that consist of 1 or 2 workers will be determined on an individual basis if the above noted requirements are not achievable by the company.

4. Non-compliance

Contractors who are found to be in non-compliance with North Atlantic's HSE management system may have privileges suspended upon further investigation or have their contract terminated depending on severity of the non-compliance.

5. Documentation

Contractual HSE documentation must be maintained by HSE Department for seven years.

Appendix Q-4: Education and Training Procedure

Education & Training

SOP-HSE-005

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Appendix A Training Course Descriptions

1. Purpose

Training, education and competency are an integral part of the health and safety management system. North Atlantic is committed to ensuring all employees have the necessary education and training to complete their job to the best of their ability. North Atlantic will provide the resources, and employees will participate in all safety related training relevant to ones' assignment that is necessary to minimize the loss of human and physical resources of the company. Only HSE related training will be applicable to this procedure and all divisions of North Atlantic must comply.

2. Responsibilities

2.1 CEO

- Provide the resources required to ensure training is completed and effective.

2.2 HSEQ Coordinator

- Ensure that all training requirements meet the applicable Acts, Codes, Standards and Regulations.
- Schedule/coordinate training for North Atlantic, retail locations, distributors and contractors as required.
- Ensure all training certifications are current and maintain copies for each.
- Provide advice and guidance on training requirements.
- Ensure new employees are provided with HSE Orientation.

2.3 Manager/Supervisor

- Ensure that employees under his/her supervision are provided with HSE orientation.
- Ensure that employees under his/her supervision are provided with the required training to perform their work activity safely.
- Ensure that all employees are given the opportunity to participate in required training
- Ensure all training certificates are provided to the HSEQ Coordinator.
- Ensure that employees are educated in the applicable SOP's, HSE Programs and SWP's.
- Keep track of all training and advise HSEQ Coordinator when new staff are hired or staff requires re-training.

2.4 Employee

- Attend and participate in all training sessions provided.
- Adhere to all applicable training requirements.

2.5 Contractor/Distributor/Carrier

- Ensure that all drivers are provided with the required training to transport bulk fuel products.
- Ensure that all requested certifications are provided to the HSEQ Coordinator.

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3. Training

To ensure that all North Atlantic employees have the required education and training to complete their job safely and to the best of their ability, North Atlantic has identified specific HSE training requirements based on the employee's assignment within the company. (See appendix A for a list of training descriptions)

3.1 Manager/Supervisor

- HSE Management System
- HSE corporate orientation
- WHMIS
- Emergency first aid
- Valid Driver's License (if travel is required)

3.2 Employee

- HSE corporate orientation
- NA HSE Management System (applicable SOP's/Programs/SWP's)
- WHMIS
- OH & S Committee training (if applicable)
- Fire Warden training (if applicable)
- Emergency First Aid (as per First Aid Regulations)
- Valid Driver's License (if travel is required)

3.3 Tank Farm Attendant

- HSE corporate orientation
- NA HSE Management System (applicable SOP's/Programs/SWP's)
- Valid Driver's License
- WHMIS
- TDG
- CPPI
- Forklift
- Fall Protection
- Confined Space Entry
- Critical First Minutes
- Fire Extinguisher Training
- Emergency First Aid (as per First Aid Regulations)
- Propane specific training (as required)
 - P.T.I 100-01 Propane Pump Attendant
 - P.T.I 100-03 TDG Propane/Liquefied Petroleum Gases Specific
 - P.T.I 100-04 Cylinder Inspection & Re-Qualification
 - P.T.I 100-07 Propane Hose Inspection & Testing
 - P.T.I 100-08 Filling Propane Cylinders

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- P.T.I 100-09 Inspection of Propane Tanks and Pressure Relief Valves
- P.T.I 300-01 Bulk Truck Propane Delivery
- P.T.I 600-03 Bulk Plant Operations

3.4 Oil Distributor/Contractor

- DTF orientation
- NA HSE Management System (applicable SOP/programs/SWP)
- Valid Driver License (Class 1)
- WHMIS
- TDG
- CPPI (if applicable)
- Fall Protection (if applicable)
- Critical First Minutes(if applicable)
- Hours of Service (if applicable)
- Emergency First Aid (per First Aid Regulations)

3.5 Propane Distributor/Contractor

- DTF Orientation
- NA HSE Management System (applicable SOP/programs/SWP)
- Valid Driver License (Class 1)
- WHMIS
- Fall Protection (if applicable)
- Critical First Minutes(if applicable)
- Emergency First Aid (per First Aid Regulations)
- Propane specific training (as required)
 - P.T.I 100-01 Propane Pump Attendant
 - P.T.I 100-03 TDG Propane/Liquefied Petroleum Gases Specific
 - P.T.I 100-04 Cylinder Inspection & Re-Qualification
 - P.T.I 100-07 Propane Hose Inspection & Testing
 - P.T.I 100-09 Inspection of Propane Tanks and Pressure Relief Valves
 - P.T.I 300-01 Bulk Truck Propane Delivery
 - P.T.I 600-03 Bulk Plant Operations

3.6 Carriers

- Valid Driver's License (Class 1)
- WHMIS
- TDG
- CPPI

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3.6 Retail Store Manager

- HSE retail orientation
- NA HSE Management System (applicable SOP's/Programs/SWP's)
- WHMIS
- We Expect ID
- Emergency First Aid (as per First Aid Regulations)
- OH& S Committee training (as required)
- P.T.I 100-01 Propane Pump Attendant (if applicable)

3.7 Retail Employee

- HSE retail orientation
- NA HSE Management System (applicable SOP's/Programs/SWP's)
- WHMIS
- We Expect ID
- Emergency First Aid (as per First Aid Regulations)
- OH& S Committee training (as required)
- P.T.I 100-01 Propane Pump Attendant (if applicable)

4. HSE Orientation

Orientation is the process of introducing new, inexperienced, and/or transferred employee to the organization, his/her supervisor, co-workers, work area, and specific job duties. Providing training and extra assistance during the initial period of employment is critical, regardless of the age of the employee, as they are not familiar with the hazards of the job or the workplace.

During orientation, each employee develops the knowledge, skills, and abilities that are necessary to work in a safe and healthy manner.

HSE Orientation will include review of the following topics, but limited to:

- Overview of NA HSE Management System
- Employee rights and responsibilities
- Company rules and disciplinary procedures
- Emergency Response/First Aid/Fire Protection
- Reporting requirements and procedures
- Disability management program
- OH&S Committee
- Hazard reporting
- Hazard recognition, evaluation & control
- Inspection procedure
- Personal protective equipment
- WHMIS

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5. Documentation

All training certifications and related documentation must be kept at each location and a copy of each submitted to HSEQ Coordinator. A copy of the HSE Orientation checklist must be completed and retained for seven years.

APPENDIX A TRAINING COURSE DESCRIPTIONS

Canadian Fuels Association (CPPI)

Driver certification program Petroleum drivers should be knowledgeable on the hazards of various petroleum products, how to prepare for driving a petroleum truck, how to handle emergencies and general loading and unloading procedures. Information in this course will familiarize you with safe product handling practices. The program also will provide information on guidelines that are standard throughout the industry for specific products or situations that a driver may encounter.

Confined Space Entry

Any employee who has the potential to enter a confined space to attend to workers, or has a role in a Confined Space Entry procedure must be knowledgeable and skilled in the hazards and the potential hazards of a confined space as well as the controls required and emergency procedures involved in the entry.

Emergency First Aid

Teaches lifesaving first aid skills needed to sustain life and manage the scene of an injury.

Fall Protection

The NL OH&S Regulations, Fall protection is required for workers who work at three (3) metres (10 feet) or more above the nearest safe surface or water, above a surface or thing that could cause injury if the employee were to fall, or above an open pit, tank or vat containing a hazardous substance. Fall protection includes a harness, net, rope, body belt, structure or other equipment and or device that will restrain an employee who is at risk of falling or stop an employee who has fallen.

First Critical Minutes

Educates petroleum drivers on emergency response within the first 30 minutes of an incident. Responders to petroleum incidents and spills must meet response time guidelines. A responder, after being notified of an emergency is expected to initiate (by telephone) support in analyzing the incident and planning the initial response. This should normally be within 30 minutes after receiving notification. Initial notification of an emergency

Forklift

Employee who are expected to operate a forklift must be properly trained and authorized to do so. All operators must receive training on the inspection, operations and safety features of a forklift prior to driving.

Hours of Service

Regulated by both Federal and Provincial Governments that govern the maximum driving times and minimum off duty times of commercial vehicle drivers employed or otherwise engaged in extra-provincial transportation.

North Atlantic's HSE Management System

Overview of North Atlantic's Health, Safety and Environment program to ensure that all employees, distributors, contractors of North Atlantic are in compliance with the Federal and Provincial Regulations and North Atlantic's policies and procedures.

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OH&S Committee training (Workplace NL training standard)

OH&S Committees and Worker Representatives play a vital role in ensuring a healthy and safe workplace for everyone. These individuals help identify and address health and safety issues in the workplace and help to prevent incidents before they happen. Therefore, it is important that they receive training so that they are aware of their responsibilities and stay current with legislation.

P.T.I 100-01 Propane Pump Attendant

This course is for individuals who fill propane cylinders and auto propane tanks – generally in a retail setting. The student will gain product knowledge, WHMIS & TDG requirements, propane safety, and propane filling plant equipment, tank and cylinders.

P.T.I 100-03 TDG Propane/Liquefied Petroleum Gases Specific

This course is for individuals who either transport propane or liquefied petroleum gases (LPG), offer propane/LPG for transport, or direct others who transport or offer for transport propane/LPG, pertaining to UN Dangerous Goods number 1075 or 1978. The student will gain product knowledge, propane safety, safety requirements and standards, TDG (classification, documentation, placards, product identification), and the transporting of cylinders.

P.T.I 100-04 Cylinder Inspection & Re-Qualification

This course is for individuals who wish to become certified by Transport Canada to conduct cylinder inspections and re-qualifications based on the visual inspection method. The student will gain product knowledge, propane cylinder inspection procedures, propane cylinder relief valves and re-qualification stampings, record keeping and cylinder disposal.

P.T.I 100-07 Propane Hose Inspection & Testing

This course is for individuals who conduct pressure testing on propane hoses used during loading or off-loading of highway tanks. The student will gain product knowledge, propane safety, regulatory requirements for hose assembly inspection and testing, visual inspection of hose assembly, testing of equipment, pressure testing instruction using water and propane.

P.T.I 100-08 Filling Propane Cylinders

This course is for individuals who fill propane cylinders generally in a retail setting. The student will gain product knowledge, propane safety, filling plant equipment and cylinders, knowledge on WHMIS and TDG requirements.

P.T.I 100-09 Inspection of Propane Tanks and Pressure Relief Valves

This course is for individuals who are conducting a visual inspection of the propane storage tank and pressure relief valve in the field. The student will gain product knowledge, owner responsibilities, and visual inspection of propane tanks, pressure relief valves and the transportation of consumer propane tanks.

P.T.I 300-01 Bulk Truck Propane Delivery

This course is for individuals who deliver propane using a bulk delivery. The student will gain product knowledge, components of the bulk plant, bulk delivery vehicles, customer container requirements as well as filling customer containers and propane safety.

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Rev:	

P.T.I 600-03 Bulk Plant Operations

This course has been designed for individuals who work in a propane bulk plant including drivers, service technicians and yard personnel. The student will gain product and bulk plant knowledge, bulk plant operations, WHMIS & TDG requirements, LPG Container, storage and transportation, storage of non-permanent cylinders and emergency response and preparedness.

TDG (Transportation of Dangerous Goods)

Provides information to everyone who comes in contact with dangerous goods to safely transport dangerous goods to their intended destination. TDG regulations are intended to protect the public from the hazards of an accidental spill or leak of a dangerous product.

Truck Loading Rack Orientation (Donovan's Tank Farm)

Overview of NARL Marketing LP policies and procedures for carriers, distributors and carriers their drivers who utilize North Atlantic's truck loading facility located at Donovan's Tank Farm, Mt. Pearl NL.

We Expect ID

Educates retailers and staff on how to properly manage and sell age-restricted products. The interactive course provides information on age-restricted regulations in each province, how to properly ask for ID and what forms of ID are acceptable.

WHMIS (Workplace Hazardous Materials Information System)

Teaches one on the use, handling and storage of hazardous products found at the workplace.