

	PRACTICE	Revision Date	Revision No.	Last Review Date
	LIVE SAFE NOW RECOGNITION	January 2020	3.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		1 of 7	2-CEDA-ALL-0340	September 2017

LIVE SAFE NOW RECOGNITION

	PRACTICE	Revision Date	Revision No.	Last Review Date
	LIVE SAFE NOW RECOGNITION	January 2020	3.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		2 of 7	2-CEDA-ALL-0340	September 2017

TABLE OF CONTENTS

1.0 PURPOSE	3
2.0 DEFINITIONS.....	3
3.0 SCOPE	3
4.0 RESPONSIBILITIES	3
Management	3
Frontline Leaders/ Supervisors	3
HSE Representatives	4
Employees and/or Contractors	4
5.0 PRACTICE.....	4
Live Safe Now Recognition.....	4
Operational Safety Excellence.....	4
Request for Live Safe Now Prepaid Gift Cards	5
Employee Recognition	5
6.0 REFERENCES	6
7.0 TRAINING	6
8.0 RECORDKEEPING	6
9.0 REVISION RECORD	6
Appendix A – Live Safe Now Recognition Process.....	7

	PRACTICE	Revision Date	Revision No.	Last Review Date
	LIVE SAFE NOW RECOGNITION	January 2020	3.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		3 of 7	2-CEDA-ALL-0340	September 2017

1.0 PURPOSE

The purpose of the program is to recognize and reward employees and/or contractors when they exceed expectations in hazard identification and risk mitigation resulting in a safer workplace.

2.0 DEFINITIONS

There are no definitions for this practice.

3.0 SCOPE

This practice is applicable to all CEDA employees and/or contractors.

4.0 RESPONSIBILITIES

Management

- Actively ensure all applicable CEDA, client and legislative codes, regulations, practices and procedures are followed.
- Actively ensure all employees are not subjected to or participate in harassment or violence.
- Actively ensure all employees have received the appropriate training and are deemed competent to complete the job tasks safely.
- Actively ensure all equipment is safe, maintained, inspected and used correctly.
- Actively ensure all required procedures are followed to protect the environment.
- Participate in site tours, observations, tailgate, safety meetings and incident investigations where required.
- Lead by example.

Frontline Leaders/ Supervisors

- Actively ensure all applicable CEDA, client and legislative codes, regulations and practices and procedures are followed.
- Actively ensure all employees are not subjected to or participate in harassment or violence.
- Actively ensure all employees have received the appropriate training and are deemed competent to complete the job tasks safely.
- Actively ensure all equipment is safe, maintained, inspected and used correctly.
- Actively ensure all required procedures are followed to protect the environment.
- Participate in site tours, observations, tailgate, safety meetings and incident investigations where required.
- Actively ensure appropriate documentation and records are maintained and available for review or inspection.
- Lead by example.

CONFIDENTIAL INFORMATION TO BE USED FOR INTERNAL PURPOSES ONLY. THE LATEST CONTROLLED VERSION IS CONTAINED WITHIN CEDA'S HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM (HSEMS).

	PRACTICE	Revision Date	Revision No.	Last Review Date
	LIVE SAFE NOW RECOGNITION	January 2020	3.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		4 of 7	2-CEDA-ALL-0340	September 2017

HSE Representatives

- Actively ensure all applicable CEDA, client and legislative codes, regulations and practices/procedures are followed.
- Actively ensure all employees are not subjected to or participate in harassment or violence.
- Provide HSE support and guidance to operational groups at all times.
- Participate in site tours, observations, tailgate, safety meetings and incident investigations where required.
- Conduct site specific audits to ensure compliance to the HSEMS.
- Lead by example.

Employees and/or Contractors

- Adhere to all applicable CEDA, client and legislative codes, regulations and practices/procedures.
- Successfully complete approved/certified training (as required).
- Report incidents/injuries immediately to your supervisor/designate.
- Refrain from causing or participating in harassment or violence.
- Lead by example.

5.0 PRACTICE

The Live Safe Now Recognition program is funded by the rebates received through the annual Workers' Compensation Board (WCB) assessment refunds as a result of preventing injuries and effectively managing compensation claims.

Live Safe Now Recognition

CEDA employees and/or contractors may be nominated by fellow employees or recognized by their leader for demonstrating operational safety excellence. The program can be extended to recognize employees and/or contractors for outstanding safety behaviors executed outside the workplace as well.

Nominations by fellow employees are communicated, verbally or via email, to the nominee's leader or HSE representative to review and confirm whether the nominee demonstrated Operational Safety Excellence.

Operational Safety Excellence

CEDA employees and/or contractors may be recognized for exhibiting a continued commitment to workplace safety, also referred to as operational safety excellence for the purposes of this program.

Examples of operational safety excellence include, but are not limited to:

- Meeting and exceeding CEDA's House Keeping Practice.
- Positive interventions.

CONFIDENTIAL INFORMATION TO BE USED FOR INTERNAL PURPOSES ONLY. THE LATEST CONTROLLED VERSION IS CONTAINED WITHIN CEDA'S HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM (HSEMS).

	PRACTICE	Revision Date	Revision No.	Last Review Date
	LIVE SAFE NOW RECOGNITION	January 2020	3.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		5 of 7	2-CEDA-ALL-0340	September 2017

- Stopping unsafe work.
- Active participation at Toolbox Talks/Safety Meetings.
- Mentorship for short service employees.
- Meeting and exceeding CEDA's Transportation Safety Practice.
- Demonstrating commitment to CEDA's HSE initiatives.
- High quality Field Level Hazard Assessments (FLHA) or Intervene, Correct, Eliminate (ICE) Cards.
- Performing safe activities outside of the workplace that can involve friends, family or the public.

Request for Live Safe Now Gift Cards

The nominee's leader, or HSE representative, is required to enter an accolade into the *ICE Cards and Accolades* application within Intelix. The following details are required to request a Live Safe Now card:

- Date, Location and Site
- Supervisor Name (name of the Nominee's Leader or HSE representative)
- Nominator Name (employee who initiated the nomination)
- Nominee Name(s)
- Total Number of Nominees
- Nominee's Email Address
- Nominee's Gift Card preference
- Actions of the Nominee(s) who demonstrated operational safety excellence
- Request Live Safe Now Card: 'Card Required' or 'Not Applicable'

The Supervisor listed (nominee's leader or HSE representative), will receive a printed copy of the accolade form along with a Live Safe Now hardhat sticker to present to each nominee.

Note: During increased work activities like a turnaround event, leaders may receive an inventory of Live Safe Now cards to distribute immediately. Leaders must submit the accolades into the *ICE Cards and Accolades* application within Intelix and specify that a Live Safe Now card was issued/by who.

Nominations of operational safety excellence are accounted for in the Cultural Initiatives on the Health, Safety and Environment Index.

Employee Recognition

The nominee's leader or HSE representative recognizes the nominee by presenting him/her with a Live Safe Now hard hat sticker and the nominee will be sent an email with a link to an electronic gift card.

[Appendix A – Live Safe Now Recognition Process](#)

CONFIDENTIAL INFORMATION TO BE USED FOR INTERNAL PURPOSES ONLY. THE LATEST CONTROLLED VERSION IS CONTAINED WITHIN CEDA'S HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM (HSEMS).

	PRACTICE	Revision Date	Revision No.	Last Review Date
	LIVE SAFE NOW RECOGNITION	January 2020	3.0	June 2024
	Approved by: Corporate HSE	Page	Document ID	Initial Release
		6 of 7	2-CEDA-ALL-0340	September 2017

6.0 REFERENCES

There are no references for this practice.

7.0 TRAINING

There are no training requirements for the Live Safe Now Recognition program.

8.0 RECORDKEEPING

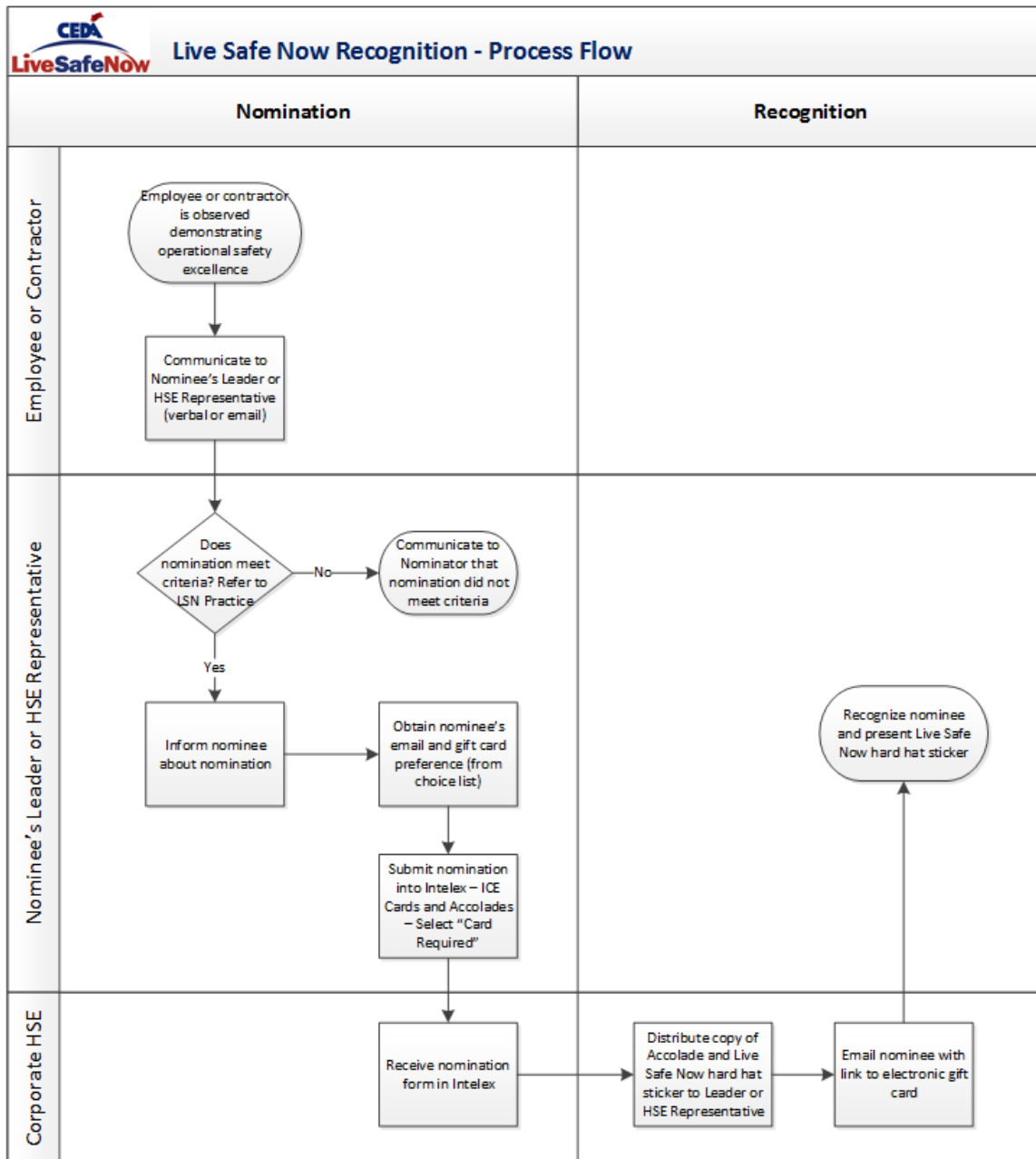
The Corporate Health, Safety and Environment (HSE) department is responsible for administering the Live Safe Now Recognition program, including the storage, tracking and distribution of the Live Safe Now cards.

9.0 REVISION RECORD

Revision Date	Version	Section Affected	Changes Made
Jan. 02, 2020	3.0	5.0	Updated the format for nominees to receive electronic gift cards via email.
Mar. 20, 2018	2.0	4.0	Under responsibilities the addition of harassment & violence statement
		9.0	New Revision Record
Sept. 29, 2017	1.0	All	Issued for implementation through HSEMS.

	PRACTICE	Revision Date	Revision No.	Last Review Date
	LIVE SAFE NOW RECOGNITION	January 2020	3.0	June 2024
	Approved by: Corporate HSE	Page 7 of 7	Document ID 2-CEDA-ALL-0340	Initial Release September 2017

Appendix A – Live Safe Now Recognition Process



*The CEDA Leader, or HSE representative, is required to enter the following details to request a Live Safe Now card:

- Date, Location and Site
- Supervisor Name (name of the Nominee's Leader or HSE representative)
- Nominator Name (employee who initiated the nomination)
- Nominee Name(s)
- Nominee Email Address(es)
- Nominee Gift Card Preference
- Total Number of Nominees
- Actions of the Nominee(s) who demonstrated operational safety excellence