

# Safety and Loss Management System (SLMS)



## Safety and Loss Management System Scope

**County of Vermilion River Natural Gas Utility** (The County) is a natural gas distributor providing for the supply of natural gas to its members and customers. This SLMS is an integrated framework that provides a systematic approach to planning, implementing, measuring, and improving organizational performance for the distributor's facilities. The SLMS includes the policies, programs, processes, and procedures used by the organization to ensure that it can fulfill all of the tasks required to achieve its objectives in a safe, environmentally sustainable approach. This SLMS defines and enables governance of the program, prioritization, and decision making for the life cycle of the system.

The County is committed to supplying resources required for the SLMS for the pipeline system that will provide protection for people, the environment, and property.

### Safety & Loss Management System

#### Quality Management Plan

- *Agreement with Province of Alberta concerning Quality of Construction, Operations and Maintenance*
- *Commitment to compliance with applicable Legislation and Regulations*

#### Integrity Management Plan

- *Internal Document regarding management of risks association with pipeline integrity throughout the lifecycle of the pipeline system*
- *Identifies risks, mitigations, and corrective actions*

#### Operations & Maintenance Plan

- *Internal policies and procedures associated with operations and maintenance required to comply with QMP and IMP*
- *Focuses on maintaining a safe and reliable system as well as safety of staff, customers, and general public*

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## Life Cycle Approach

The County is committed to managing a SLMS that will address the entire life cycle of the pipeline system.

The pipeline life cycle is defined in the CSA Z662 as the period of time including design, procurement, construction, operation, and abandonment.

## Process Approach

The County shall have documented processes in place for the design, procurement, construction, operation and maintenance, and abandonment of the pipeline system.

### Governing Documents

Document Name	Location	Internal/External	Description
CSA Z662 Oil and Gas Pipeline Standard	CSA Website / Paper Copies in Office	External	Code pertaining to installation and operation of natural gas transmission and distribution infrastructure
Health and Safety Policies	T:/Approved Safety Policies	Internal	Internal policies governing health and safety program – CoR certified
<i>Pipeline Act</i>	King's Printer	External	This Act establishes a regulatory regime administered by the Alberta Energy Regulator for the construction and operation of certain pipelines in Alberta.
<i>Pipeline Rules</i>	King's Printer	External	This regulation, made under the Pipeline Act, establishes the requirements governing the licensing, design, construction, operation, and maintenance of energy industry pipelines. Provisions for discontinuing, abandoning, removing, resuming, pipelines are also contained in the regulation.
Quality Management Program	S:/Gas Dept/SLMS	Internal	An agreement with the Province of Alberta under section 5 of the <i>Gas Distribution Act</i> that the rural gas utility is designed, constructed, operated, and maintained in accordance with the Act's section 2 requirements.
Integrity Management Program	S:/Gas Dept/SLMS	Internal	Specifies the practices that are used by the County to ensure public safety, environmental protection, and operational reliability.
Federation O&M Manual	OneDrive/CoVR/Manuals or FedGas.com	External	Provides recommended guidelines for the operation and maintenance of rural Alberta natural gas utilities.
Technical Standards Manual	OneDrive/CoVR/Manuals or Alberta.ca	External	Provide a guide towards the safe design, construction, and operation of a gas distribution system.
Policy AD 004 – Purchasing Policy	T:/Policies - Approved	Internal	Provides direction and guiding principles for all Procurement of Goods and Services and ensures Procurement of Goods and Services comply with applicable legislation, regulations, or agreements.
Policy FI 006 – Credit Card	T:/Policies – Approved	Internal	Establishes a clear guideline for the authorization and use of County Credit Cards

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AER Directives	Aer.ca	External	All applicable directives pertaining to operation and maintenance and abandonment.
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## Management Responsibility and Policy

The County is committed to distributing natural gas through a pipeline system. The pipeline system shall be designed, constructed, operated, and maintained in compliance with regulatory and legal requirements. A review of the SLMS shall occur to ensure effectiveness, to review objectives and ensure compliance as per CSA Z662, Clause 3.

This shall be achieved by:

- Annual Council review and approval of the SLMS policy
- Sharing the results of the review with all levels of the organization

## Leadership Commitment

The County's Council shall be fully committed to the SLMS.

This shall be achieved by:

- Initial Review, Input, and Approval of the SLMS
- Allocating funds, through budgeting, to ensure SLMS compliance
- Compliance with the Quality Management Plan (QMP)
- Annual review of the SLMS with Management

## Organization, Responsibilities and Authorities, and Management Representative

The County shall maintain an organization chart identifying responsibilities in accordance with the requirement of this SLMS. The Director of Gas Utility has been appointed as SLMS Program Manager responsible to the Council to ensure SLMS compliance.

### Governing Documents

Document Name	Location	Internal/External	Description
Organizational Chart	S:/Org. Chart	Internal	Provides CoVR's internal structure.
Job Descriptions – Gas Utility	S:/Gas Dept/SLMS/Organizational Commitment/Job Descriptions	Internal	Provide an overview of roles within the Gas Utility.
Succession Plan	S:/Gas Dept/SLMS/Organizational Commitment	Internal	Provides and identifies future staffing needs to ensure operations continue to run without interruption.

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## Management of Resources and Provision of Resources

The County shall provide adequate resources through its' annual budget to ensure SLMS compliance.

## Financial Management

The County is committed to ensuring that all customers are charged fairly and equitably. The billing process shall meet regulatory and legal requirements.

This shall be achieved by:

- External audits annually
- Trial balances of the General Ledger and RUBIS bi-monthly
- Gas balancing monthly
- Federal & Provincial reporting

### Governing Documents

Document Name	Location	Internal/External	Description
<i>Municipal Government Act</i>	Alberta King's Printer	External	Governing legislation for Alberta Municipalities
Policy NG 013 – Pipeline URW/ Access/Crop Damages	T:/Policies - Approved	Internal	This policy identifies the method for compensation of landowners for pipeline easements/right-of-way, temporary access, and damage to seeded crop and pasture.
Policy NG 014 – Natural Gas Infill Financing	T:/Policies – Approved	Internal	This policy authorizes the provision of financing options to customers for new residential and agricultural gas services.
Policy NG 016 – Gas Billing Policy	T:/Policies – Approved	Internal	This policy establishes a consistent process establishment of gas accounts, monthly billing, collection of delinquent accounts and termination of accounts.
Policy NG 017 – Natural Gas Billable Projects	T:/Policies – Approved	Internal	This policy establishes a process for approval of billable services carried out by the County Gas Utility.
Annual Gas Utility Rate Bylaw	T:/Bylaws – Approved	Internal	A bylaw to regulate and control the production, distribution, and use of natural gas, as well as set rates for service.

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## Human Resources and Training and Competency

The County shall employ qualified personnel or contractors and support participation in training programs as required to safely construct, operate, and maintain the pipeline system. The system requirements will determine the applicable qualifications required.

### Governing Documents

Document Name	Location	Internal/External	Description
Federation O&M Manual	OneDrive/CoVR/Manuals or FedGas.com	External	Provides recommended guidelines for the operation and maintenance of rural Alberta natural gas utilities.
Policy SA 001 – Municipal Safety Policy	T:/Policies – Approved	Internal	Provide an overview of the County of Vermilion River Health and Safety Program, as well as outline individual roles within the Safety Program.
Policy SA 003 – Safety Training Directive	T:/Policies – Approved	Internal	Provide general and specialized safety and related training throughout all levels of the County of Vermilion River.
Health & Safety Management System	S:/Safety 2024/FedGas-HSMS	Internal	Forms the foundation of a comprehensive and effective management system aimed at safeguarding the health and safety of our employees, contractors, the public, and the environment.
Federation Training	FedGas.com	External	Required vs. Recommended Training
Directive GASUT - 003 Staff Training & Development	S:/SLMS/Directives	Internal	This Directive sets out minimum required levels of training/ qualifications for tasks carried out by the Gas Utility.
Competency Assessments	S:/Safety 2024/Competency and Training	Internal	Assess whether a worker is adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

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## Contractor Services

The County shall only hire qualified contractors as determined by the County's Health and Safety Policies and Procedures criteria. Contractors will be assessed for work performance, compliance and must abide by the County's Health and Safety Policies and Procedures and/or Occupational Health and Safety Regulations, whichever is most stringent. The contractor will be monitored, and any inconsistencies will be immediately brought forward and rectified.

### Governing Documents

Document Name	Location	Internal/External	Description
Policy SA 007 – Sub-Contractor/Contractor Policy/Directive	T:/Policies – Approved	Internal	Provides compliance requirements for Contractors/Sub-Contractors hired by the County.
<i>Occupational Health and Safety Act</i>	King's Printer	External	The OHS Act sets out the framework for health and safety in Alberta's workplaces.

## Infrastructure

The County shall identify, provide, and maintain all infrastructure necessary for the effective implementation of the SLMS.

This shall be achieved by maintaining and following the Asset Management Plan, O&M Manual, Quality Management Plan, and Integrity Management Program.

## Work Environment

The County shall take into consideration the human and physical factors of the work environment to provide trained and competent personnel who have the ability to do the work safely and effectively. This includes the provision of proper equipment to work in the environment that is to be expected, including properly equipped vehicles, PPE, gas monitoring equipment, tools, etc.

### Governing Documents

Document Name	Location	Internal/External	Description
Federation O&M Manual – Tools & Equipment section	OneDrive/CoVR/ Manuals or FedGas.com	External	Provides recommended tools & equipment to be owned by the County or to have available.
Policy SA 002 – Safety Inspection Directive	T:/Policies – Approved	Internal	To preserve the County of Vermilion River's material resources and ensure the safety of its personnel by identifying and addressing unsafe workplace hazards, practices and conditions.
Policy SA 003 – Safety Training Directive	T:/Policies – Approved	Internal	Provide general and specialized safety and related training throughout all levels of the County of Vermilion River.

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Policy SA 004 – Maintenance Program Directive	T:/Policies – Approved	Internal	Provide a Maintenance Program to maintain all tools and equipment in a condition that will maximize the safety of all personnel.
Policy SA 005 – Personal Protective Equipment	T:/Policies – Approved	Internal	Provide PPE practices & maintenance requirements.
Policy SA 017 – Vehicle Safety Policy	T:/Policies – Approved	Internal	Intended to provide policies that identify with the operation and compliance to ensure best practices and that all applicable provincial legislation is complied with.
Policy SA 018 – PPE – Safety Boot Allowance	T:/Policies – Approved	Internal	To ensure employee safety by contributing towards the purchase of Personal Protective Equipment.
Policy PE 007 – Respectful Workplace Policy	T:/Policies – Approved	Internal	Establishes policies and procedures to minimize and prevent violence, including domestic and sexual violence and unacceptable behavior in the workplace and to fasten the safety and security of Employees, customers, and visitors to our worksites.
Policy PE 016 – Benefit Services	T:/Policies – Approved	Internal	Recognizes the necessity and benefit to both the County operations and personnel to provide benefit services that enhance employee health and wellness, provide a safety net during times of illness and disability, and contribute to the recruitment and retention of employees.

### Communication

The County shall have in place an effective communication system so that all employees, management, and Council members are cognizant of the working of the SLMS.

Communication shall include, but is not limited to:

- Regular Council meetings
- Regular staff meetings
- Regular safety meetings
- Following the Federation O&M Manual - Pre-Job Meeting section (Hazard Assessments, Safe Work Permits, etc.)

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## Documents and Records, Control of Documents, and Control of Records

The County shall have procedures for collecting, retaining, and revising documentation related to design, construction, operation, and maintenance of their pipeline system. Any policy, procedure, process, records, and objectives must be documented. All documentation must be current, legible, and accessible.

### Governing Documents

Document Name	Location	Internal/External	Description
Federation O&M Manual	OneDrive/CoVR/Manuals or FedGas.com	External	Provides recommended guidelines for the operation and maintenance of rural Alberta natural gas utilities.
Quality Management Program	S:/Gas Dept/SLMS	Internal	An agreement with the Province of Alberta under section 5 of the <i>Gas Distribution Act</i> that the rural gas utility is designed, constructed, operated, and maintained in accordance with the Act's section 2 requirements.
Integrity Management Program	S:/Gas Dept/SLMS	Internal	Specifies the practices that are used by the County to ensure public safety, environmental protection, and operational reliability.
Policy AD 032 – Records and Information Management	T:/Policies – Approved	Internal	To provide for the systematic control of the creation, use, maintenance, storage, security, retrieval and disposition of Records created or received by the County in the conduct of its operations.
Bylaw 20-01 Records and Information Management Bylaw	T:/Bylaws – Approved/2020	Internal	Purpose of managing the County's corporate records in accordance with the <i>Freedom of Information and Protection of Privacy Legislation</i> and the <i>Municipal Government Act</i> .

## Control

The County shall implement core control processes defined as Management of Change and Continual Improvement along with sections A8 and A9.

### Governing Documents

Document Name	Location	Internal/External	Description
CSA Z662 Oil and Gas Pipeline Standard	CSA Website / Paper Copies in Office	External	Code pertaining to installation and operation of natural gas transmission and distribution infrastructure
Health and Safety Policies	T:/Approved Safety Policies	Internal	Internal policies governing health and safety program – CoR certified
<i>Pipeline Act</i>	King's Printer	External	This Act establishes a regulatory regime administered by the Alberta Energy Regulator for the construction and operation of certain pipelines in Alberta.



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<i>Pipeline Rules</i>	King's Printer	External	This regulation, made under the Pipeline Act, establishes the requirements governing the licensing, design, construction, operation, and maintenance of energy industry pipelines. Provisions for discontinuing, abandoning, removing, resuming, pipelines are also contained in the regulation.
Quality Management Program	S:/Gas Dept/SLMS	Internal	An agreement with the Province of Alberta under section 5 of the <i>Gas Distribution Act</i> that the rural gas utility is designed, constructed, operated, and maintained in accordance with the Act's section 2 requirements.
Integrity Management Program	S:/Gas Dept/SLMS	Internal	Specifies the practices that are used by the County to ensure public safety, environmental protection and operational reliability.
Federation O&M Manual	OneDrive/CoVR/Manuals or FedGas.com	External	Provides recommended guidelines for the operation and maintenance of rural Alberta natural gas utilities.

## Project Management, Planning, Project Change Control, and Project Review

The County shall have a documented process for Project Management.

A project consists of a set of coordinated and controlled activities (eg. planning, design, project control, and project review) with start and finish dates, undertaken to achieve an objective conforming to specific requirements, including the constraints of time, cost, and resources.

### Governing Documents

Document Name	Location	Internal/External	Description
Integrity Management Program	S:/Gas Dept/SLMS	Internal	Specifies the practices that are used by the County to ensure public safety, environmental protection, and operational reliability.
Policy AD 004 – Purchasing Policy	T:/Policies - Approved	Internal	Provides direction and guiding principles for all Procurement of Goods and Services and ensures Procurement of Goods and Services comply with applicable legislation, regulations, or agreements.
Directive GASUT 002 – Construction Management	S:/Gas Dept/SLMS/Directives	Internal	This Directive establishes a clear process for the management of construction projects.

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## Risk Management

The County shall have a process for identifying, assessing, and controlling risks that can lead to failure or an external interference incident.

### Governing Documents

Document Name	Location	Internal/External	Description
Pipeline Risk Management System	<a href="https://gis.county24.com">https://gis.county24.com</a>	Internal	Identification of potential risks, mitigations, and risk scoring for high pressure (>690 kPa) pipelines by pipeline segment
CSA Z662 Oil and Gas Pipeline Standard	CSA Website / Paper Copies in Office	External	Code pertaining to installation and operation of natural gas transmission and distribution infrastructure
Health and Safety Policies	T:/Approved Safety Policies	Internal	Internal policies governing health and safety program – CoR certified
<i>Pipeline Act</i>	King's Printer	External	This Act establishes a regulatory regime administered by the Alberta Energy Regulator for the construction and operation of certain pipelines in Alberta.
<i>Pipeline Rules</i>	King's Printer	External	This regulation, made under the Pipeline Act, establishes the requirements governing the licensing, design, construction, operation, and maintenance of energy industry pipelines. Provisions for discontinuing, abandoning, removing, resuming, pipelines are also contained in the regulation.
Quality Management Program	S:/Gas Dept/ SLMS	Internal	An agreement with the Province of Alberta under section 5 of the <i>Gas Distribution Act</i> that the rural gas utility is designed, constructed, operated, and maintained in accordance with the Act's section 2 requirements.
Integrity Management Program	S:/Gas Dept/SLMS	Internal	Specifies the practices that are used by the County to ensure public safety, environmental protection, and operational reliability.
Federation O&M Manual	OneDrive/CoVR/ Manuals or FedGas.com	External	Provides recommended guidelines for the operation and maintenance of rural Alberta natural gas

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			utilities.
Technical Standards Manual	OneDrive/CoVR/Manuals or Alberta.ca	External	Provide a guide towards the safe design, construction, and operation of a gas distribution system.
Hazard Assessments	Paper copies in County Safety coordinator files/copies in vehicles/Digital copies in Elements	Internal	Pre-job assessment to identify hazards and help minimize the level of risk.

## Design, Planning, and Design Control

The County shall use the services of a Professional Engineer (recognized by APEGA) to establish things such as pipe and station design, materials, minimum end of line pressure, route selection, testing and material requirements, as set out in Directive Gas UT-005 Engineering & System Design, as well as following the governing documents.

### Governing Documents

Document Name	Location	Internal/External	Description
<i>Gas Distribution Act</i>	King's Printer	External	Enables an authorized individual to set the standards for the design, construction, operation, and maintenance of rural gas utilities and low pressure distribution systems. The Act also outlines provisions for dealing with takeover by an urban gas utility and compensation issues related to annexation of a franchise area.
<i>Pipeline Act</i>	King's Printer	External	This Act establishes a regulatory regime administered by the Alberta Energy Regulator for the construction and operation of certain pipelines in Alberta.
<i>Pipeline Rules</i>	King's Printer	External	This regulation, made under the Pipeline Act, establishes the requirements governing the licensing, design, construction, operation, and maintenance of energy industry pipelines. Provisions for discontinuing, abandoning, removing, resuming, pipelines are also contained in the regulation.
<i>Occupational Health and Safety Act</i>	King's Printer	External	The OHS Act sets out the framework for health and safety in Alberta's workplaces.
CSA Z662 Oil and Gas Pipeline	CSA Website / Paper Copies in	External	Code pertaining to installation and operation of natural gas transmission

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Standard	Office		and distribution infrastructure
CSA Z246.2 Emergency Preparedness and Response for Petroleum and Natural Gas Industry Systems	CSA Website / Paper Copies in Office	External	This Standard provides requirements for a continual improvement process to develop, implement, maintain, and evaluate an emergency preparedness and response program. This helps operators in the industry to be prepared to respond to an emergency that affects people, the environment, or property.
CSA B149.1 Natural Gas and Propane Installation Code	CSA Website / Paper Copies in Office	External	Provides important guidance on how to do your job safely -- from handling and storage of natural gas and propane, to safe and effective installation of related appliances and equipment, and more.
Technical Standards Manual	OneDrive/CoVR/Manuals or Alberta.ca	External	Provide a guide towards the safe design, construction, and operation of a gas distribution system.
Federation O&M Manual	OneDrive/CoVR/Manuals or FedGas.com	External	Provides recommended guidelines for the operation and maintenance of rural Alberta natural gas utilities.
Directive Gas UT-005 Engineering & System Design	S: Drive/Gas Dept/SLMS/Directives	Internal	This Directive sets out the guidelines for when the Gas Utility will consult an engineer.

## Procurement

The County shall have a quality assurance procedure that identifies approved contractors, suppliers, pipeline specifications, material inspection data sheet (MIDS), test reports, joining and inspection records, cathodic protection system design and performance. The County shall follow engineers' recommendations.

### Governing Documents

Document Name	Location	Internal/External	Description
Policy AD 004 – Purchasing Policy	T:/Policies - Approved	Internal	Provides direction and guiding principles for all Procurement of Goods and Services and ensures Procurement of Goods and Services comply with applicable legislation, regulations, or agreements.
Policy SA 007 – Sub-Contractor/Contractor Policy/Directive	T:/Policies – Approved	Internal	Provides compliance requirements for Contractors/Sub-Contractors hired by the County.
Directive Gas UT-007 Materials	S: Drive/Gas Dept/SLMS/Directives	Internal	This Directive outlines the procedures used to purchase materials, specifically for the Gas System pipeline.

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## Construction and Control of Construction

The County shall have a construction process in place before commencement of any project(s).

### Governing Documents

Document Name	Location	Internal/External	Description
<i>Pipeline Rules</i>	King's Printer	External	This regulation, made under the Pipeline Act, establishes the requirements governing the licensing, design, construction, operation, and maintenance of energy industry pipelines. Provisions for discontinuing, abandoning, removing, resuming, pipelines are also contained in the regulation.
Alberta Technical Standards and Specification Manual for Natural Gas Distribution Systems	Gov.ab.ca	External	Provides a guide towards safe design, construction and operation of a gas distribution system.
AER Directive 056 - Energy Development Applications and Schedules	Aer.ca	External	This directive contains the technical requirements for applying to construct pipelines over 690kPa (100 psi).
Policy NG 013 – Pipeline URW/ Access/Crop Damages	T:/Policies - Approved	Internal	This policy identifies the method for compensation of landowners for pipeline easements/right-of-way, temporary access, and damage to seeded crop and pasture.
Policy NG 014 – Natural Gas Infill Financing	T:/Policies - Approved	Internal	This policy authorizes the provision of financing options to customers for new residential and agricultural gas services.
Policy NG 017 – Natural Gas Billable Projects	T:/Policies - Approved	Internal	This policy establishes a process for approval of billable services carried out by the County Gas Utility.
Policy AD 004 – Purchasing Policy	T:/Policies - Approved	Internal	Provides direction and guiding principles for all Procurement of Goods and Services and ensures Procurement of Goods and Services comply with applicable legislation, regulations, or agreements.
Policy SA 007 – Sub-Contractor/Contractor Policy/Directive	T:/Policies – Approved	Internal	Provides compliance requirements for Contractors/Sub-Contractors hired by the County.
Annual Gas Utility Rate Bylaw	T:/Bylaws – Approved	Internal	A bylaw to regulate and control the production, distribution, and use of natural gas, as well as set rates for

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			service.
Directive GASUT 002 – Construction Management	S:/Gas Dept/SLMS/ Directive	Internal	This Directive establishes a clear process for the management of construction projects.

## Qualification of Processes for Construction and Installation

The County shall only use pre-approved processes and procedures for construction. Processes or procedures not pre-approved will require an engineered procedure/assessment.

## Identification and Traceability

The County shall have a process in place for tracking and identifying pipeline system components or products as per the County's IMP. Pipeline system components will be tracked with paper asbuilts or digitally with the GIS mapping system. Tracking will be done within the Work Order System (Elements), as well as hard copies filed where applicable (eg. Quality Assurance packages). Paper copies will be filed in the Reg Station files located at the Gas Shop.

### Governing Documents

Document Name	Location	Internal/External	Description
Integrity Management Program	S:/Gas Dept/SLMS	Internal	Specifies the practices that are used by the County to ensure public safety, environmental protection, and operational reliability.
Directive Gas UT-001 Management of Change	S: Drive/Gas Dept/SLMS/ Directives	Internal	Establishes a clear process for managing changes to the Gas System Specifically establishes when QA packages are required.

## Operations and Maintenance

The County maintains an Operations and Maintenance Manual under the Federation of Alberta Gas Co-ops Group.

### Governing Documents

Document Name	Location	Internal/External	Description
Federation O&M Manual	OneDrive/CoVR/ Manuals or FedGas.com	External	Provides recommended guidelines for the operation and maintenance of rural Alberta natural gas utilities.

## Pipeline System Integrity Management

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The County maintains an Integrity Management Program (IMP) which is approved by Council on an annual basis.

## Governing Documents

Document Name	Location	Internal/External	Description
Integrity Management Program	S: Drive/Gas Dept/SLMS	Internal	Specifies the practices that are used by the County to ensure public safety, environmental protection, and operational reliability.

## Engineering Assessments

The County shall have a process for conducting engineering assessments by a Professional Engineer (recognized by APEGA).

### Governing Documents

Document Name	Location	Internal/External	Description
Directive Gas UT-005 Engineering & System Design	S: Drive/Gas Dept/SLMS/ Directives	Internal	This Directive sets out the guidelines for when the Gas Utility will consult an engineer.

## Engineering Assessment Process, Methodology, and Documentation

The County shall use a Professional Engineer (recognized by APEGA) to perform all engineering assessments when the scope of work is beyond routine procedures. The process, methodology, and documentation will be established with the Professional Engineer prior to the assessment.

### Governing Documents

Document Name	Location	Internal/External	Description
Directive Gas UT-005 Engineering & System Design	S: Drive/Gas Dept/SLMS/ Directives	Internal	This Directive sets out the guidelines for when the Gas Utility will consult an engineer.

## Management of Change

The County shall have in place a written process to convey all significant impacts/changes on the safe operation of the Utility.

### Governing Documents

Document Name	Location	Internal/External	Description
Directive Gas UT-001 Management of Change	S:/Gas Dept/SLMS/ Directives	Internal	This Directive establishes a clear process for managing changes to the Gas System

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This shall apply to:

- Changes to facilities, equipment, and technology
- Changes to procedures or practices
- Changes to technical requirements
- Changes to physical environment (eg. land development)

## Management of Change Process

The County shall have a process that includes identification and analysis of changes, documentation of changes, approval of changes, implementation and communication sharing of changes and a review process of the effectiveness of the changes made.

This is achieved by:

- Monthly health & safety meetings
- Federation O&M Manual amendment review
- Council meetings
- Key personnel changes via job descriptions and operational hierarchy
- Facility, equipment, and technology changes via virtual and hands on training
- Yearly reviews and audits (eg. internal audits, O&M Audits, financial audits, etc.)

## Continual Improvement and Objectives

The County shall establish relevant measurable and consistent objectives and targets for improvement to achieve the SLMS goals.

This may be achieved by establishing targets including, but not limited to:

- Gas Balancing
- Asset Management including Reserve Balances, Asset Improvement/Replacement Investment
- Health and Safety Targets

## Reporting

The SLMS Program Manager will report annually to the County's Council the status and progress on meeting the established targets.

## Learning from Events

The County will discuss and keep a record of any events that have or could have affected the safety and operation of the pipeline system, assets, personnel, and the environment. Records are stored in the Work Order System (Elements) and within the Health and Safety Manager Filing System.

### Governing Documents

Document Name	Location	Internal/External	Description
Policy SA 006 – Investigation Directive	T:/Policies – Approved	Internal	To outline the procedure for reporting and investigating incidents and near-misses thereby ensuring effective investigations of work-related incidents and injuries and



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			promoting the reduction and elimination of future incidents.
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## Performance Monitoring

The County will continually monitor the performance and conformance of reaching its objectives and targets as established. This will be done by annual reviews of the SLMS.

## Conformance Monitoring

The County is committed to conformance monitoring of the procedures with regular reviews and periodic audits to confirm compliance.

This is achieved through:

- The Federation's Operation and Maintenance Committee's Standards review process
- The Federation external operation and maintenance audit process
- Regular self-review of the SLMS

## Control of Nonconformance

The County will identify any nonconformance to this SLMS and take corrective actions and evaluate effectiveness to mitigate any impacts.

## Management Review, Review Input and Output

The SLMS Program Manager shall be responsible to review and evaluate the SLMS. If improvements are required, they shall be implemented and documented.

Reviews of the SLMS shall include but not limited to:

- Compliance with the QMP
- Implementation of the IMP
- Following the Federation O&M Manual
- Following the County's Health and Safety Policies and Procedures

# Safety and Loss Management System (SLMS)



## Declaration, Commitment, and Authority

**The County of Vermilion River Natural Gas Utility** (The County) is committed to the development and implementation of a documented Safety and Loss Management System (SLMS) for the pipeline system that provides protection of people, the environment, and property.

The Council fully supports the SLMS in its entirety and accepts that all the terms, conditions, and commitments are being satisfied based on an annual report and confirmation by the SLMS Program Manager.

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Reeve Signature:

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Date:

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Chief Administrative Officer Signature:

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Date:

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Gas Utility Director Signature:

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Date: