December 13, 2016

Dear [Redacted],

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [Our File #: SNL-068-2016]

This is to confirm that on November 18, 2016, Service NL received your request for access to the following records/information:

I was able to review my spreadsheet and distill our request to a more truncated list of our requested documents from Service NL. When I refer to a sub-order, I am referring to the specific orders issued under the larger "Order Form". From what I understand, these are normally all compiled into one document, but in the event that they are not, we are requesting to have all of these sub-orders for each order that we are requesting.

The list is below for your review:

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<td>0671989</td>
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</table>
I am pleased to inform you that a decision has been made by Service NL to provide access to some of the requested information. However, access to specific information contained within the records that would reveal personal information of individuals if released, has been refused in accordance with the following exceptions to disclosure, as specified in the Access to Information and Protection of Privacy Act (the Act):

Section 40(1): "The head of a public body shall refuse to disclose personal information to an applicant where the disclosure would be an unreasonable invasion of a third party's personal privacy."

As required by 8(2) of the Act, we have severed information that is unable to be disclosed and have provided you with as much information as possible. In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

Please be advised that you may appeal this decision and ask the Information and Privacy Commissioner to review the decision to provide partial access to the requested information, as set out in section 42 of the Act (a copy of this section of the Act has been enclosed for your reference). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner. Your appeal should identify your concerns with the request and why you are submitting the appeal.

The appeal may be addressed to the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act (a copy of this section of the Act has been enclosed for your reference).

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please contact me by telephone at 709-729-7437 or by email at ellenhaskell@gov.nl.ca.

Sincerely,

ELLEN HASKELL
ATIPP Coordinator
Access or correction complaint (Section 42)

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

   a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

   b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.

(6) A person or third party who has appealed directly to the Trial Division under subsection 52 (1) or 53 (1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to

   a) a request that is disregarded under section 21;

   b) a decision respecting an extension of time under section 23;

   c) a variation of a procedure under section 24; or

   d) an estimate of costs or a decision not to waive a cost under section 26.

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.

Direct appeal to Trial Division by an applicant (Section 52)

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42, the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.

(2) An appeal shall be commenced under subsection (1) not later than 15 business days

   a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

   b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has
refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.

(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner's refusal under subsection 45 (2).
GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Service NL
Occupational Health and Safety Inspections Branch

INSPECTION / OFFICER’S REPORT

Toll Free: 1-800-563-5471
Accident Reporting: 729-4444

Reference #: 0671992
Inspection: OCT 20, 2016

EMERA NEWFOUNDLAND & LABRADOR
9 AUSTIN STREET
ST. JOHN’S
NL

Firm #: 926479
WCC #: 2042435
Tel: 709-722-2499
Fax: 709-722-2083

Worksite: Maritime Link Project
Location: NL.
Employer Co-Chair: N/A
Employee Co-Chair: N/A
Worker Rep/Designate: N/A

Employees: 
NIC: 4123
Insp. Time: 7:00PM

REPORT:

Occupational Health and Safety inspections have been conducted at various location during the dates of October 17th, 18th, & 19th, 2016. Inspection reports have been issued to PowerTel Utilities (0671989 & 671990), Rokstad (0671984 & 0671985), Pennecon Heavy Civil (0501490), Bay St. George Construction (0501491 & 0501492, ABB Inc. (0671988), Dexter Construction Company Ltd. (0671986) and Central Erectors Inc. (0671987). Copies of these reports are being provided to Emera Newfoundland & Labrador, the Principal Contractor. As Principal Contractor, Emera shall ensure that the issued Directives are complied with within the time frames given.

Inspection report 0671990 showed deficiencies with Emera’s contractor management program. Emergency response was not properly planned or effectively in place for PowerTel’s line crews working in remote areas. First aid requirements are also not being met for the various worksites. These items should have been in place, and ensured to be in place, by Emera prior to commencement of work.

Two Directives issued.

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.

Section 40(1)

Received By: 
Position: 
Officer’s Name: 

Date: OCT 20, 2016
Time: 9:55PM

Browne, Aiden
Kavil, Darren
ORDER FORM

Reference #: 0671992
OCT 20,2016

ORDER: 0671992-01

ACT: Occupational Health and Safety

10 - Duty of principal contractor

A principal contractor engaged in a project shall ensure, where it is reasonably practicable for him or her to do so, that employers, workers and self-employed persons performing work in respect of that project comply with this Act and the regulations.

TO WIT:

Emera Newfoundland & Labrador shall ensure the issued Directives as reference in the preceding Officer's Report are complied with within the time frames given.

This Order shall be carried out on or before: OCT 28,2016

ORDER: 0671992-02

REGULATION: Part III - General Duties

12 1-1 Occupational health and safety program

An occupational health and safety program required under section 36.1 of the Act shall be signed and dated by the employer and by the person or persons responsible for the management of the employer's operations in the province and shall include: a system to ensure that persons contracted by the employer or for the employer's benefit comply with the program developed under this section and the Act and regulations;

TO WIT:

Emera Newfoundland & Labrador shall review their contractor management program to ensure it

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
meets the intent of Provincial OHS legislation as stated above. Further, Emera shall review and ensure that emergency response plans are in place, ensure emergency response procedures are practiced and modified as required. This also includes ensuring the appropriate number of first aid trained workers are at all worksites at all times work is taking place. The minimum requirement for this project will be standard first aid.

This Order shall be carried out on or before: OCT 31, 2016

YOU ARE TO NOTIFY THE INSPECTOR IN WRITING UPON COMPLIANCE. FAILURE TO COMPLY WITH THE ABOVE ORDER(S) IS AN OFFENCE UNDER SECTION 67 OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, RSNL 1990, CHAPTER 0-3 AS AMENDED.

AN ORDER MADE BY AN OFFICER MAY BE APPEALED, IN WRITING, TO THE ASSISTANT DEPUTY MINISTER WITHIN 7 DAYS OF THE ORDER.

Section 40(1)

Received By: [Blank]
Position: [Blank]
Officer's Name: Browne, Aidan

Return Address: P.O. Box 8700
St. John's, NL, A1B 4J6
Fax: (709) 729-3445

Date: OCT 20, 2016
Time: 9:56PM

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Service NL
Occupational Health and Safety Inspections Branch

Toll Free: 1-800-563-5471
Accident Reporting: 729-4444

INSPECTION / OFFICER'S REPORT

Reference #: 0671990
Inspection: OCT 19, 2016

POWERTEL UTILITIES CONTRACTORS LIMITED
7A PERUZ COURT
BEDFORD
NS
B4A-4G2

Worksite: Maritime Link Project
Location: Burgeo Highway, NL.
Employer Co-Chair: Unknown
Employee Co-Chair: Unknown
Worker Rep/Designate: Unknown

REPORT:

Arrived on site with OHS Officer Darren Kavli for a regular inspection. We visited site 108. At this location we met with an unknown employee with PowerTel and discussed the reason for our visit. We were informed that the stringing crew was determining if work was going to continue due to wind and rain conditions. We discussed the wind limitations of the aerial platforms and how the wind speed was determined. We also discussed lightning protocol and how possible lightning storms are monitored. Slings were noted as damaged and therefore will need to be inspected and properly stored.

It could not be determined if the appropriate workers were first aid trained as at numerous occasions workers may be required to work alone.

At the camp area we met with an unknown employee with PowerTel and an unknown employee with HSE. An electrical cable running to the safety/paramedic office was of improper type not suitable for outdoor use and was connected to a generator that was not properly grounded. We discussed the need to review emergency response procedures for both the camp and field. Emergency evacuation procedures will have to be practiced to ensure response is available and response times are adequate. This shall be determined in conjunction with site safety officials, site forepersons, the site paramedic, the helicopter pilot, and any other individuals deemed necessary.

One Stop Work Order and Ten Directives issued.

Received by: [Redacted]
Position: [Redacted]
Officer's Name: [Redacted]

Date: OCT 19, 2016
Time: 1:08PM

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Service NL
Occupational Health and Safety Inspections Branch

ORDER FORM

Toll Free: 1-800-563-5471
Reference #: 0671990

POWERTEL UTILITIES CONTRACTORS LIMITED
Firm #: 934084
7A PERUZ COURT
WCC #: 2054803
BEDFORD
Tel: 902-832-1057
NS
Fax: 902-832-6480
B4A-4G2

TAKE NOTICE THAT YOU ARE TO COMPLY WITH THE FOLLOWING ORDER(S) ISSUED UNDER AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, REVISED STATUTES OF NEWFOUNDLAND AND LABRADOR 1990, CHAPTER 0-3 AS AMENDED AND REGULATIONS PASSED PURSUANT THERETO.

ORDER: 0671990-01

ACT: Occupational Health and Safety
27 - 1a - Stop work orders

Where the assistant deputy minister or an officer is of the opinion that work is being carried out in a way that the conditions at the workplace pose an immediate risk to the health and safety of workers engaged in the workplace or other persons at or near the workplace, the assistant deputy minister or officer shall, in writing, order the person at the workplace responsible for the work being carried out to immediately stop all or a portion of the work and to vacate all or a portion of the workplace; and

REGULATION: Part XXVI - Electrical Operations
478 1- Electrical requirements

An electrical installation, equipment, apparatus and appliance shall conform to the requirements of the Canadian Electrical Code as adopted in the Electrical Regulations under the Public Safety Act.

TO WIT:

Electrical connections to the safety/paramedic office shall be in accordance with the Canadian Electrical Code and these regulations. All connections shall be inspected and accepted by a Code One Electrician.

This Order shall be carried out on or before: OCT 19, 2016

ORDER: 0671990-02

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
Slings and attachments shall be visually inspected before use and defective equipment shall be immediately removed from service.

TO WIT:

Slings located at site 108 shall be inspected as stated above.

This Order shall be carried out on or before: OCT 20, 2016

ORDER: 0671990 - 03

REGULATION: Part XV - Rigging

365 - Inspection before use

A sling shall be stored to prevent damage when not in use.

TO WIT:

Slings and rigging at location 108 shall be stored as stated above.

This Order shall be carried out on or before: OCT 20, 2016

ORDER: 0671990 - 04

REGULATION: OHS First Aid Regulations

44 - Duties of employer

Where more than one but less than 15 workers are engaged on one shift an employer shall ensure that one of the workers holds a valid emergency first aid certificate unless an officer directs that a higher certificate is necessary.

TO WIT:

First aid training shall be reviewed to ensure there is adequate coverage at all locations.

This Order shall be carried out on or before: OCT 26, 2016

ORDER: 0671990 - 05

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
ORDER FORM

Toll Free: 1-800-563-5471

REGULATION: OHS First Aid Regulations
4 3- Duties of employer

Where an employer requires a worker to work alone the employer shall if it is reasonable to do so or if required to do so by an officer ensure that the worker holds a valid emergency first aid certificate.

TO WIT:

First aid training shall be reviewed to ensure there is adequate coverage at all locations.

This Order shall be carried out on or before: OCT 26, 2016

ORDER: 0671990-06

REGULATION: Part III - General Duties
14 2- General duties of employers

An employer shall ensure that necessary protective clothing and devices are used for the health and safety of his or her workers.

TO WIT:

Appropriate signage shall be located on the Burgeo Highway to allow identification of the camp entrance for emergency response purposes.

This Order shall be carried out on or before: OCT 28, 2016

ORDER: 0671990-07

REGULATION: Part III - General Duties
12 1-c Occupational health and safety program

An occupational health and safety program required under section 36.1 of the Act shall be signed and dated by the employer and by the person or persons responsible for the management of the employer's operations in the province and shall include: procedures to identify the need for, and for the preparation of written safe work procedures to implement health and safety practices, including practices required by the Act and the regulations, or as required by an officer;

TO WIT:

Lightning protocol and the required detection equipment shall be established.

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
ORDER: 0671990- 08

REGULATION: Part III - General Duties

12 1-e Occupational health and safety program

An occupational health and safety program required under section 36.1 of the Act shall be signed and dated by the employer and by the person or persons responsible for the management of the employer's operations in the province and shall include: a plan for orienting and training workers and supervisors in workplace and job-specific safe work practices, plans, policies and procedures, including emergency response, that are necessary to eliminate, reduce or control hazards;

TO WIT:

Emergency evacuation procedures for the camp will have to reviewed and/or modified and practiced.

This Order shall be carried out on or before: OCT 26,2016

ORDER: 0671990- 09

REGULATION: Part III - General Duties

12 1-e Occupational health and safety program

An occupational health and safety program required under section 36.1 of the Act shall be signed and dated by the employer and by the person or persons responsible for the management of the employer's operations in the province and shall include: a plan for orienting and training workers and supervisors in workplace and job-specific safe work practices, plans, policies and procedures, including emergency response, that are necessary to eliminate, reduce or control hazards;

TO WIT:

Emergency evacuation procedures will have to be reviewed and/or modified and practiced at work locations to ensure response is available and response times are adequate. This shall be determined in conjunction with site safety officials, site forepersons, the site paramedic, the helicopter pilot, and any other individuals deemed necessary.

This Order shall be carried out on or before: NOV 2,2016

ORDER: 0671990- 10

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
Where 10 or more workers are employed at a workplace, the employer shall establish an occupational health and safety committee to monitor the health, safety and welfare of the workers employed at the workplace.

TO WIT:

An Occupational Health and Safety Committee shall be established as stated above.

This Order shall be carried out on or before: NOV 23, 2016

YOU ARE TO NOTIFY THE INSPECTOR IN WRITING UPON COMPLIANCE. FAILURE TO COMPLY WITH THE ABOVE ORDER(S) IS AN OFFENCE UNDER SECTION 67 OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, RSNL 1990, CHAPTER 0-3 AS AMENDED.

AN ORDER MADE BY AN OFFICER MAY BE APPEALED, IN WRITING, TO THE ASSISTANT DEPUTY MINISTER WITHIN 7 DAYS OF THE ORDER.

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
**GOVERNMENT OF NEWFOUNDLAND AND LABRADOR**  
**Service NL**  
**Occupational Health and Safety Inspections Branch**

**INSPECTION / OFFICER'S REPORT**

**Reference #: 0671989**  
**Inspection: OCT 18, 2016**

**POWERTEL UTILITIES CONTRACTORS LIMITED**  
7A PERUZ COURT  
BEDFORD  
NS  
B4A-4G2

**Worksite:** Maritime Link Grounding Facility  
**Location:** Indian Head Road, NL

**Employer Co-Chair:** Unknown  
**Employee Co-Chair:** Unknown  
**Worker Rep/Designate:** Unknown

**Firm #: 934084**  
**WCC #: 2054803**  
**Tel:** 902-832-1057  
**Fax:** 902-832-6480

**Employees:**  
**NIC:** 4124  
**Ins. Time:** 2:10PM

**REPORT:**

Arrived on site October 18, 2016 with OHS Officer Darren Kavil for a regular inspection. Line work was taking place in the roadway without adequate traffic control in place. This was discussed with It was also noted that proper high visibility safety apparel was not being worn by all workers. Also, a refueling tank in the pickup (AN52843) was not properly labeled and an emergency eyewash station was not available in the refueling truck.

One Stop Work Order and Four Directives Issued.

**Received By:**  
**Position:**  
**Officer's Name:**

**Date:** OCT 18, 2016  
**Time:** 2:32PM

Browne, Aiden  
Kavil, Darren

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
ORDER FORM

Toll Free: 1-800-563-5471

POWERTEL UTILITIES CONTRACTORS LIMITED
7A PERUZ COURT
BEDFORD
NS

B4A-4G2

Reference #: 0671989
OCT 18, 2016

ORDER: 0671989-01

ACT: Occupational Health and Safety
27 - 1a -Stop work orders

Where the assistant deputy minister or an officer is of the opinion that work is being carried out in a way that the conditions at the workplace pose an immediate risk to the health and safety of workers engaged in the workplace or other persons at or near the workplace, the assistant deputy minister or officer shall, in writing, order the person at the workplace responsible for the work being carried out to immediately stop all or a portion of the work and to vacate all or a portion of the workplace; and

REGULATION: Part XVI - Traffic Control
373 3- Traffic control

Traffic control procedures shall at minimum meet the requirements of the Department of Transportation and Works "Traffic Control Manual for Roadway Work Operations" or procedures established by a municipality that have been approved by the minister and all relevant specifications.

TO WIT:

A Stop Work Order is issued on all roadway work activities until traffic control procedures are in place as stated above.

This Order shall be carried out on or before: OCT 18, 2016

ORDER: 0671989-02

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
GOVERNMENT OF NEWFOUNDLAND AND LABRADOR  
Service NL  
Occupational Health and Safety Inspections Branch

ORDER FORM

Toll Free: 1-800-563-5471  
Reference #: 0671989  
OCT 18, 2016

REGULATION: Part VII - Personal Protective Equipment  
81 - High visibility apparel

A worker whose duties are regularly performed in areas and under circumstances where he or she is exposed to the danger of moving vehicles or heavy equipment shall wear distinguishing apparel containing highly visible material suitable for daytime or nighttime use, as appropriate.

TO WIT:

High visibility safety apparel shall at a minimum meet the requirements of the policy attached.

This Order shall be carried out on or before: OCT 19, 2016

ORDER: 0671989-03  
REGULATION: Workplace Hazardous Materials Information  
9 - Decanted Products

Where a controlled product in a workplace is in a container other than the container in which it was received from a supplier, the employer shall ensure that the container has applied to it a workplace label.

TO WIT:

Appropriate labels shall be affixed to the fuel storage tank in the refueling truck.

This Order shall be carried out on or before: OCT 19, 2016

ORDER: 0671989-04  
REGULATION: Part VI - Occupational Health Requirements  
42 - Hazardous substances

Where workers may be exposed to contact with chemicals harmful to the skin, facilities shall be available for the worker to effectively cleanse the contaminated body areas, including, where corrosive chemicals are involved, emergency water baths, showers, jump tanks, eyewash facilities or other effective means of treatment.

TO WIT:

Emergency eyewash facilities shall be available in the refueling truck.

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
YOU ARE TO NOTIFY THE INSPECTOR IN WRITING UPON COMPLIANCE.
FAILURE TO COMPLY WITH THE ABOVE ORDER(S) IS AN OFFENCE UNDER SECTION 67 OF
THE OCCUPATIONAL HEALTH AND SAFETY ACT, RSNL 1990, CHAPTER 0-3 AS AMENDED.

AN ORDER MADE BY AN OFFICER MAY BE APPEALED, IN WRITING, TO THE ASSISTANT
DEPUTY MINISTER WITHIN 7 DAYS OF THE ORDER.

Received By: [Redacted]  Return Address:  
Position: [Redacted]   P.O. Box 8700
Officer's Name: Browne, Aiden  St. John's, NL, A1B 4J6
Fax: (709) 729-3445  

Date: OCT 18,2016  Time: 2:34PM

A copy of this inspection/order report must be provided at the earliest possible opportunity
to your OHS Committee, Worker Representative or Workplace Designate.
On Monday, October 17, 2016 @ 3:30 p.m., fellow OH&S officer, Mr. Aiden Browne and the undersigned arrived at site. The purpose of our visit was to carry out an regular health and safety inspection of the worksite.

Once on site we met with [REDACTED] with the company and we discussed the intent of our visit. The company is in the process of digging a test pit for material which is to be used on the access roads for the transmission line. This work is part of the Emera NL, Maritime Link Project.

At time of inspection, the following deficiencies were found, see attached directives.

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Service NL
Occupational Health and Safety Inspections Branch

ORDER FORM

Toll Free: 1-800-563-5471

BAY ST. GEORGE CONSTRUCTION
Stephenville, NL

Firm #: 430061
WCC #: -
Tel: 709-643-3990
Fax: 709-643-3995
NIC:

TAKE NOTICE THAT YOU ARE TO COMPLY WITH THE FOLLOWING ORDER(S) ISSUED UNDER AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, REVISED STATUTES OF NEWFOUNDLAND AND LABRADOR 1990, CHAPTER 0-3 AS AMENDED AND REGULATIONS PASSED PURSUANT THERETO.

ORDER: 0501491-01

REGULATION: Part XII - Powered Mobile Equipment
267 1- Start of shift inspection

An operator shall inspect the mobile equipment before the start of operation on the shift and after that where required to ensure the safe operating condition of the equipment and a defect or other condition affecting the safe operation of the equipment shall be reported immediately to the supervisor or employer.

TO WIT:

The employer shall ensure that written pre-inspections are done on all powered mobile equipment prior to being used.

This Order shall be carried out on or before: OCT 17, 2016

ORDER: 0501491-02

REGULATION: Part VI - Occupational Health Requirements
63 - a Emergency washing facilities

An employer shall ensure that appropriate emergency washing facilities are provided in a work area where a worker’s eyes or skin may be exposed to harmful or corrosive materials or other materials which may burn or irritate;

TO WIT:

The employer shall ensure that emergency eye washing facilities are available on site and shall be as per the MSDS sheets of control products being used and on site.

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
ORDER: 0501491- 03

REGULATION: Part VI - Occupational Health Requirements
61 1 - Toilet facilities

An employer shall provide, maintain and keep clean sufficient and suitable toilet facilities for workers and shall make effective provision for lighting and heating the toilet facilities.

TO WIT:

As per regulation, the employer shall ensure that suitable toilet facilities for workers available on site at all times.

This Order shall be carried out on or before: OCT 18, 2016

ORDER: 0501491- 04

REGULATION: Part VI - Occupational Health Requirements
62 1-a Washing facilities

An employer shall provide and maintain for the use of workers adequate and suitable facilities for personal washing; and

TO WIT:

As per regulation, the employer shall ensure that adequate and suitable facilities for personal washing are available on site.

This Order shall be carried out on or before: OCT 18, 2016

ORDER: 0501491- 05

ACT: Occupational Health and Safety
5 - d - Specific duties of employers

Without limiting the generality of section 4, an employer shall, where it is reasonably practicable, conduct his or her undertaking so that persons not in his or her employ are not exposed to health or safety hazards as a result of the undertaking;

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
TO WIT:

The employer shall conduct his or her undertaking so that persons not in his or her employ are not exposed to health or safety hazards as a result of the undertaking.

This Order shall be carried out on or before: OCT 18, 2016

YOU ARE TO NOTIFY THE INSPECTOR IN WRITING UPON COMPLIANCE.

FAILURE TO COMPLY WITH THE ABOVE ORDER(S) IS AN OFFENCE UNDER SECTION 67 OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, RSNL 1990, CHAPTER 0-3 AS AMENDED.

AN ORDER MADE BY AN OFFICER MAY BE APPEALED, IN WRITING, TO THE ASSISTANT DEPUTY MINISTER WITHIN 7 DAYS OF THE ORDER.

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Service NL
Occupational Health and Safety Inspections Branch

INSPECTION / OFFICER'S REPORT

Pennecon Heavy Civil Ltd.
P.O. Box 8274
St. John's
NL
A1B-3N4

Worksite: Emera Maritime Project
Location: Entrance to Cape Ray - Route 408
Employer Co-Chair: N/A
Employee Co-Chair: N/A
Worker Rep/Designate: [Redacted]

Reference #: 0501490
Inspection: OCT 17, 2016

Employees: 30
NIC: 4124

REPORT:

On Monday, October 17, 2016 @ 11:30 a.m., fellow OH&S officer, Mr. Aiden Browne and the undersigned arrived at site. The purpose of our visit was to carry out an regular health and safety inspection of the property.

Once on site we met with company officials and discussed the intent of our visit. The company is in the process of putting together the steel structures for the transmission line, which is part of the Emera NL, Maritime Link Project.

At 11:45 a.m., we met with Mr. Rokstan and discussed the intent of our visit and traffic control along the TCH.

At 11:55 a.m., Mr. Browne and the undersigned inspected sites #332 and 331.

One directive is being issued at this time.

Received By: [Redacted]
Position: [Redacted]

Date: OCT 17, 2016
Time: 2:08 PM

Officer's Name: Kavli, Darren
Browne, Aiden

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Service NL
Occupational Health and Safety inspections Branch

ORDER FORM
Reference #: 0501490
OCT 17, 2016

Toll Free: 1-800-563-5471

PENNECON HEAVY CIVIL LTD.
P.O. BOX 8274
ST. JOHN'S
NL

Firm #: 100122
WCC #: 2024168
Tel: 709-782-3404
Fax: 709-782-0129

A1B-3N4

TAKE NOTICE THAT YOU ARE TO COMPLY WITH THE FOLLOWING ORDER(S) ISSUED UNDER AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, REVISED STATUTES OF NEWFOUNDLAND AND LABRADOR 1990, CHAPTER 0-3 AS AMENDED AND REGULATIONS PASSED PURSUANT THERETO.

ORDER: 0501490-01

ACT: Occupational Health and Safety

37 - Committees

Where 10 or more workers are employed at a workplace, the employer shall establish an occupational health and safety committee to monitor the health, safety and welfare of the workers employed at the workplace.

TO WIT:

The employer shall ensure that an occupational health and safety committee is established at this workplace to monitor the health, safety and welfare of the workers employed.

A copy of the OH&S committee minutes shall be forwarded to the Department.

This Order shall be carried out on or before: OCT 28, 2016

YOU ARE TO NOTIFY THE INSPECTOR IN WRITING UPON COMPLIANCE. FAILURE TO COMPLY WITH THE ABOVE ORDER(S) IS AN OFFENCE UNDER SECTION 67 OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, RSNL 1990, CHAPTER 0-3 AS AMENDED.

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GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Service NL
Occupational Health and Safety Inspections Branch

INSPECTION / OFFICER'S REPORT

ROKSTAD
130 POPLAR STREET
RED DEER COUNTY
AB

T4E-1B4

Worksite: Transmission Line Installation
Location: Location 230, West of South Branch, NL.
Employer Co-Chair: Unknown
Employee Co-Chair: Unknown
Worker Rep/Designate: Unknown

REPORT: Section 40(1)

Arrived on site with OHS Officer Darren Kavli for a regular inspection. We met with and Workers were returning from walking the transmission line area. This work takes place off the main road way. Neither worker had current first aid training. Workers working alone or in groups shall have the required number of first aid trained workers on site. We were informed that there is a working alone policy in place and at this location cellular telephone service was available.

Two Directives issued.

Received By: [Redacted]
Position: [Redacted]

Date: OCT 17,2016
Time: 4:01PM

Officer's Name: Browne, Aiden
Kavli, Darren

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Service NL
Occupational Health and Safety Inspections Branch

ORDER FORM

Reference #: 0671985
OCT 17, 2016

ROKSTAD
130 POPLAR STREET
RED DEER COUNTY
AB
T4E-1B4

Firm #: 600077
WCC #: 
Tel: 888-310-8830
Fax: 888-310-8831
NIC: 

TAKE NOTICE THAT YOU ARE TO COMPLY WITH THE FOLLOWING ORDER(S) ISSUED UNDER AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, REVISED STATUTES OF NEWFOUNDLAND AND LABRADOR 1990, CHAPTER 0-3 AS AMENDED AND REGULATIONS PASSED PURSUANT THERETO.

ORDER: 0671985- 01
REGULATION: OHS First Aid Regulations
4 4- Duties of employer

Where more than one but less than 15 workers are engaged on one shift an employer shall ensure that one of the workers holds a valid emergency first aid certificate unless an officer directs that a higher certificate is necessary.

TO WIT:
Workers shall be first aid trained as stated above.

This Order shall be carried out on or before: NOV 17, 2016

ORDER: 0671985- 02
REGULATION: OHS First Aid Regulations
4 3- Duties of employer

Where an employer requires a worker to work alone the employer shall if it is reasonable to do so or if required to do so by an officer ensure that the worker holds a valid emergency first aid certificate.

TO WIT:
Workers working alone shall be first aid trained as stated above.

This Order shall be carried out on or before: NOV 17, 2016

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
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DEPUTY MINISTER WITHIN 7 DAYS OF THE ORDER.

Section 40(1)

Received By: [Redacted]
Position: [Redacted]
Officer's Name: Browne, Aiden

Return Address: P.O. Box 8700
St. John’s, NL, A1B 4J6
Fax: (709) 729-3445

Date: OCT 17, 2016
Time: 4:06 PM

A copy of this inspection/order report must be provided at the earliest possible opportunity
to your OHS Committee, Worker Representative or Workplace Designate.
GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Service NL
Occupational Health and Safety Inspections Branch

Reference #: 0501490
Inspection: OCT 17, 2016

PENNECON HEAVY CIVIL LTD.
P.O. BOX 8274
ST. JOHN'S
NL

A1B-3N4

Worksite: Emera Maritime Project
Location: Entrance to Cape Ray - Route 408
Employer Co-Chair: N/A
Employee Co-Chair: N/A
Worker Rep/Designate: [redacted]

REPORT:
On Monday, October 17, 2016 at 11:30 a.m., fellow OH&S officer, Mr. Aiden Browne and the undersigned arrived at site. The purpose of our visit was to carry out a regular health and safety inspection of the property.

Once on site we met with company officials and and we discussed the intent of our visit. The company is in the process of putting together the steel structures for the transmission line, which is part of the Emera NL, Maritime Link Project.

At 11:45 a.m., we met with with Rokstan and discussed the intent of our visit and traffic control along the TCH.

At 11:55 a.m., Mr. Browne and the undersigned inspected sites #332 and 331.

One directive is being issued at this time.

Received By: [redacted]
Position: [redacted]
Date: OCT 17, 2016
Time: 2:06 PM

Officer's Name: Kevli, Darren
Browne, Aiden

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Service NL
Occupational Health and Safety Inspections Branch

ORDER FORM

Reference #: 0501490
OCT 17, 2016

Toll Free: 1-800-563-5471

PENNECON HEAVY CIVIL LTD.
P.O. BOX 8274
ST. JOHN’S
NL
A1B-3N4

Firm #: 100122
WCC #: 2024168
Tel: 709-782-3404
Fax: 709-782-0129

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NEWFOUNDLAND AND LABRADOR 1990, CHAPTER 0-3 AS AMENDED AND REGULATIONS
PASSED PURSUANT THERETO.

ORDER: 0501490- 01

ACT: Occupational Health and Safety
37 - Committees

Where 10 or more workers are employed at a workplace, the employer shall
establish an occupational health and safety committee to monitor the health,
safety and welfare of the workers employed at the workplace.

TO WIT:

The employer shall ensure that an occupational health and safety committee is establish at this
workplace to monitor the health, safety and welfare of the workers employed.

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DEPUTY MINISTER WITHIN 7 DAYS OF THE ORDER.

A copy of this inspection/order report must be provided at the earliest possible opportunity
to your OHS Committee, Worker Representative or Workplace Designate.
A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
Thanks for the update and as per your e-mail, directive #0501490-01 is closed as of Oct. 26, 2016.

Darren Kavlil, CRSP
OHS Officer III – Mining

Service NL
Occupational Health and Safety Inspections
P.O. Box 2006
61 Riverside Drive, Suite # 105
Corner Brook, NL A2H 6J8
Tel: 709-637-2368
Fax: 709-637-2928
Email: darrenkavlil@gov.nl.ca

Newfoundland Labrador
Service NL

Safety isn’t just a slogan, it’s a way of life!

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From: Browne, Alden
Sent: Thursday, October 27, 2016 3:25 PM
To: Kavlil, Darren F.
Subject: Fw: OHS Minutes sector 3

Hello Darren
Info from Pennecon to close the committee order. They did not have your email.

Sent from my BlackBerry 10 smartphone on the Bell network.
Good PM Aiden
Please see the email attached below to Charmaine Bungay that has attached a copy of our OH&S Committee Minutes from Cape Ray.
If you have any questions, please contact me any time.

Good PM Charmaine,
Our [redacted] conducted the first OH&S Committee Meeting for Sector 3 in Cape Ray; Maritime Transmission Link Project.
After an OH&S Inspection in Cape Ray on October 17, Order: 0501490-01 was issued to set up a separate OH&S Committee for the Cape Ray site because they are more than 100 KM from the main office in Barachols Brook and there are more than 10 workers in the area.
If you have any questions, please contact me or [redacted].

Email: [redacted] | Web: www.pennecon.com

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GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Service NL
Occupational Health and Safety Inspections Branch

INSPECTION / OFFICER'S REPORT

Toll Free: 1-800-563-5471
Accident Reporting: 729-4444

BAY ST. GEORGE CONSTRUCTION

Employer Co-Chair: N/A
Employee Co-Chair: N/A
Worker Rep/Designate: [redacted]

REPORT:

On Monday, October 17, 2016 @ 3:30 p.m., fellow OH&S officer, Mr. Aiden Browne and the undersigned arrived at site. The purpose of our visit was to carry out a regular health and safety inspection of the worksite.

Once on site we met with [redacted] with the company and we discussed the intent of our visit. The company is in the process of digging a test pit for material which is to be used on the access roads for the transmission line. This work is part of the Emera NL, Maritime Link Project.

At time of inspection, the following deficiencies were found, see attached directives.

Received By: [redacted]
Position: 
Officer's Name: Kavli, Darren
Browne, Aiden

Date: OCT 17, 2016
Time: 4:19PM

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Service NL
Occupational Health and Safety Inspections Branch

ORDER FORM

Toll Free: 1-800-563-5471

BAY ST. GEORGE CONSTRUCTION
Stephenville, NL

Reference #: 0501491
OCT 17, 2018

Firm #: 430051
WCC #: 709-843-3990
Tel: 709-843-3995
Fax: 709-843-3995

TAKE NOTICE THAT YOU ARE TO COMPLY WITH THE FOLLOWING ORDER(S) ISSUED UNDER AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, REVISED STATUTES OF NEWFOUNDLAND AND LABRADOR 1990, CHAPTER 0-3 AS AMENDED AND REGULATIONS PASSED PURSUANT THERETO.

ORDER: 0501491-01

REGULATION: Part XII - Powered Mobile Equipment
287 1- Start of shift inspection

An operator shall inspect the mobile equipment before the start of operation on the shift and after that where required to ensure the safe operating condition of the equipment and a defect or other condition affecting the safe operation of the equipment shall be reported immediately to the supervisor or employer.

TO WIT:

The employer shall ensure that written pre-inspections are done on all powered mobile equipment prior to being used.

This Order shall be carried out on or before: OCT 17, 2018

ORDER: 0501491-02

REGULATION: Part VI - Occupational Health Requirements
63 -a Emergency washing facilities

An employer shall ensure that appropriate emergency washing facilities are provided in a work area where a worker's eyes or skin may be exposed to harmful or corrosive materials or other materials which may burn or irritate;

TO WIT:

The employer shall ensure that emergency eye washing facilities are available on site and shall be as per the MSDS sheets of control products being used and on site.

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
ORDER: 0501491- 03
REGULATION: Part VI - Occupational Health Requirement
61 1- Toilet facilities

An employer shall provide, maintain and keep clean sufficient and suitable toilet facilities for workers and shall make effective provision for lighting and heating the toilet facilities.

TO WIT:

As per regulation, the employer shall ensure that suitable toilet facilities for workers available on site at all times.

ORDER: 0501491- 04
REGULATION: Part VI - Occupational Health Requirement
62 1-a Washing facilities

An employer shall provide and maintain for the use of workers adequate and suitable facilities for personal washing; and

TO WIT:

As per regulation, the employer shall ensure that adequate and suitable facilities for personal washing are available on site.

ORDER: 0501491- 05
ACT: Occupational Health and Safety
5 - d -Specific duties of employers

Without limiting the generality of section 4, an employer shall, where it is reasonably practicable, conduct his or her undertaking so that persons not in his or her employ are not exposed to health or safety hazards as a result of the undertaking;

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
TO WIT:

The employer shall conduct his or her undertaking so that persons not in his or her employ are not exposed to health or safety hazards as a result of the undertaking.

This Order shall be carried out on or before: OCT 18, 2016

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Received By: [redacted]  
Position:  
Officer's Name: Kavli, Darren

Return Address:  
P.O. Box 2006  
Corner Brook, NL, A2H 6J8  
Fax: (709) 637-2928

Date: OCT 17, 2016  
Time: 4:16PM

A copy of this inspection/order report must be provided at the earliest possible opportunity to your OHS Committee, Worker Representative or Workplace Designate.
Mr. Kavli,

as per the directions on the subject order issued on October 17, 2016 near south branch, this e-mail is to advise that all deficiencies that were listed in the order were rectified once fully mobilized on October 18th, 2016.
**Occupational Health & Safety Minutes Report Form**

(see Instructions)

**Date of Meeting (Y/M/D):** 2016/10/26

**WHSCC Firm Number:** 2024168

**Site Number:**

### PART I - EMPLOYER

<table>
<thead>
<tr>
<th>Employer (head office information)</th>
<th>Employer Representative(s)</th>
<th>Certification Training #</th>
<th>Present (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company name: Pennecon Heavy Civil Ltd</td>
<td>Co-Chair [Blacked Out]</td>
<td>152.51 [Blacked Out]</td>
<td>Y</td>
</tr>
<tr>
<td>Mailing address: 1309 Top sail Rd.</td>
<td>Members [Blacked Out]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. John's NL A1B 3N4</td>
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<tr>
<td>City: St. John's</td>
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<tr>
<td>Province: NL</td>
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<tr>
<td>Postal code: A1B 3N4</td>
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<tr>
<td>Worksite street address: Entrance to Grp. Building Rate 3</td>
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<tr>
<td>Total number of employees on site: 30</td>
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<tr>
<td>Date of next meeting (Y/M/D): 2016/11/28</td>
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<td>Seasonal shut down date (Y/M/D): 2016/12/20</td>
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</tbody>
</table>

### PART II - OH&S ACTIVITY

**Since last meeting indicate the following:**

- No. of workplace inspections conducted 4
- No. of workplace complaints/concerns received 0
- No. of incident reports reviewed 0
- No. of right to refuse work situations 0

**From this meeting indicate the following:**

- No. of safety hazards identified 0
- No. of health hazards identified 0
- No. of outstanding items from last meeting 0

---

Both employer and worker co-chairs **MUST SIGN AND DATE** the minutes when they agree that the minutes are complete and accurate.

**Employer Co-chair Signature:** [Blacked Out]

Date: Oct 26, 2016

**Worker Co-chair Signature:** [Blacked Out]

Date: Oct 26, 2016

Revised July 2015
<table>
<thead>
<tr>
<th>Item Date</th>
<th>Item</th>
<th>Recommendation</th>
<th>Action By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 24, 2016</td>
<td>- Review terms of reference.</td>
<td>- Terms of reference was reviewed and signed by the Employer Representative, and the Employee Representative.</td>
<td>Completed.</td>
</tr>
<tr>
<td>Oct 24, 2016</td>
<td>- Review the Internal Responsibility System.</td>
<td>- The Internal Responsibility System was reviewed by the Employer Representative, and the Employee Representative.</td>
<td>Completed.</td>
</tr>
<tr>
<td>Oct 26, 2016</td>
<td>- Review Early &amp; Safe Return to Work Policy.</td>
<td>- The Early &amp; Safe Return to Work Policy was reviewed by the Employer Representative, and the Employee Representative.</td>
<td>Completed.</td>
</tr>
<tr>
<td>Oct 26, 2016</td>
<td>- Use larger crew cub trucks at each job location to function a warming location for entire crew at the same time.</td>
<td>- Use larger pick-ups (crew cars) at each location to serve as warming location for entire crew at same time.</td>
<td></td>
</tr>
<tr>
<td>Oct 24, 2016</td>
<td>- Establish location for overnight drying of rain gear, gloves etc.</td>
<td>- Insulate and provide power/heater to sea-can at AT332 to function as an overnight gear drying location.</td>
<td></td>
</tr>
</tbody>
</table>

Revised July 2015
OH&S COMMITTEE MEETING AGENDA

Date: Oct. 26, 2016

Worksites/Project/Division:
Maritime Link Project - 1619 - Area 3

1. Review of agenda items
   - Terms of Reference.
   - Pennecon OHSM Section 1.0 OHS Policy.
   - Pennecon OHSM Section 9.0 Early & Safe Return to Work.

2. Review of minutes from last meeting
   - Not Applicable (inaugural meeting).

3. Action items arising from last meeting
   - Not Applicable (inaugural meeting).

4. Review reports:
   - Workplace Inspection Report(s) 5
   - Incident Report(s) 1
   - POST Cards / Observation Program 131
   - TBRA's / FLRA's 196
   - Tool Box Talks 32.
   - Monthly Summary Reports / Stat Reports 1

5. New business
   - Terms of Reference
     - Pennecon OHSM Section 1.0 OHS Policy
     - Pennecon OHSM Section 9.0 ESRW Policy

6. Worker concerns
   - Establish Gear Warming / Drying room (heated) at AT332.
   - Crew Cab Pick-up Trucks at each work front for warming / lunch break.

7. Training and education
   - None

8. Other Business
   - None
9. Please reference which element(s) of the Pennecon Limited OHSMS have been reviewed during this meeting

<table>
<thead>
<tr>
<th>OHSMS MANUAL SECTION</th>
<th>REVIEWED</th>
<th>OHSMS MANUAL SECTION</th>
<th>REVIEWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1: Internal Responsibility System</td>
<td></td>
<td>Section 9: Early and Safe Return to Work</td>
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</tr>
<tr>
<td>Section 2: Hazard Identification, Risk Evaluation and Control</td>
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<td>Section 10: Drug and Alcohol Policy</td>
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<tr>
<td>Section 3: Emergency Preparedness</td>
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<td>Section 11: PPE Policy</td>
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<tr>
<td>Section 4: General Health &amp; Safety Rules</td>
<td></td>
<td>Section 12: Ergonomic Policy</td>
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<tr>
<td>Section 5: Training and Orientation</td>
<td></td>
<td>Section 13: Environmental Policy</td>
<td></td>
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<tr>
<td>Section 6: Incident Management</td>
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<td>Section 14: Hazardous Materials Information</td>
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<tr>
<td>Section 7: First Aid and Medical Treatment</td>
<td></td>
<td>Section 15: Communications</td>
<td></td>
</tr>
<tr>
<td>Section 8: Health and Safety Inspections</td>
<td></td>
<td>Section 16: OHS Committees / WH&amp;S Rep/Designate</td>
<td></td>
</tr>
</tbody>
</table>

**ANNUAL REVIEW ITEMS:**

<table>
<thead>
<tr>
<th>Health &amp; Safety Policy Statement</th>
<th>Early &amp; Safe Return to Work Policy Statement Review</th>
<th>Joint and Meaningful Consultation on ESRTW Program</th>
<th>Terms of Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVIEWED</td>
<td>REVIEWED</td>
<td>REVIEWED</td>
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</table>

**Comments on Program Elements:**

**Committee Attendance**

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Sign Name:</th>
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<tbody>
<tr>
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Section 40(1)
<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Trade</th>
<th>Date</th>
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<td>Oct 26/16</td>
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<td>Aug 26, 2016</td>
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<td></td>
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<td>Oct 26/16</td>
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</table>
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