
PROGRAM ADMINISTRATION POLICY

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by CDN. Power Pac or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of CDN. Power Pac in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

CDN. Power Pac respects and observes the law regarding the storage and privacy off all personal and confidential information. Health and Safety will retain all training, copies of certifications, incident and near miss reports, and any other CDN. Power Pac signed documents for one year after termination. Unless specified by the employee themselves Health and Safety will terminate the files.



Harold Kinsey

January 4, 2021

DOCUMENTATION

Health and safety related records that are kept on file are readily available through the Health and Safety department, and/or through the site supervisor from which the site the employee worked or is working on. Some examples of what type of documents that are kept on file are, but not limited to;

- Workers Health & Safety training (*AWP, Fall Pro, WHMIS etc.*).
- Driver's license, driver's abstract.
- Security clearances and police checks.
- Incident reports, Physician reports, WCB statements.
- Orientation acknowledgments, health questionnaires.
- Disciplinary forms

All forms and reports should be neat and readable, completely filled out and signed/dated by the appropriate worker, supervisor and/or manager.

Other records regarding the Health and Safety program that are kept are WCB statistics, claim summary files, and WCB Rate statements. These files are readily available to all CPP employees and management through the company's H&S Manual (*see following statements*), the CDN. Power Pac website; (<http://www.cdnpowerpac.com>), and through prime contractor pre-qualification files.

Any WCB files and/or statements that may state a worker's name and/or specifics to a certain claim ARE NOT made available to any CPP personnel besides H&S and management, nor is this information shared with any third party establishments, or clientele directly or indirectly involved with CDN. Power Pac.

CPP / WCB EMPLOYER REPORT CARD

Employer Report Card

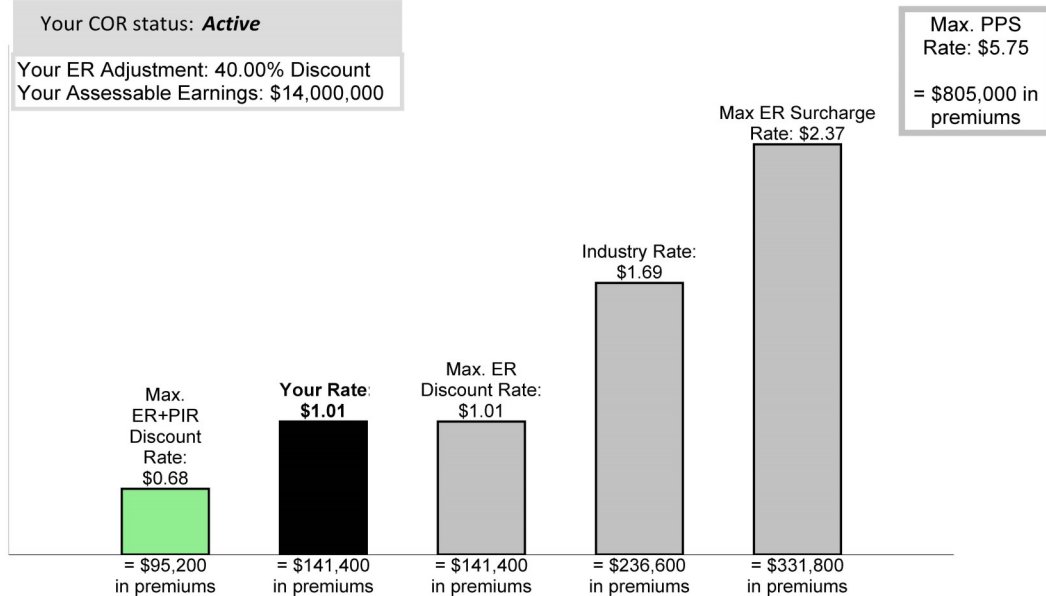
Account: 3746806 KINSEY ENTERPRISES INC..
(CANADIAN POWER PAC)
Industry: 42124 ELECTRIC WIRING



Performance Impact on Premium

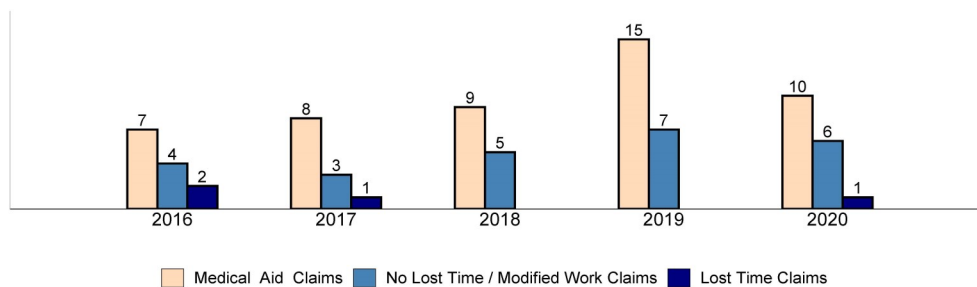
Based on your experience ratio in **Industry 42124** for 2020, **you rank 351 out of 658** employers in the Large Business Experience Rating (ER) program.

This chart shows how your current rate and premium compare to other possible adjustments specific to your company. Earning a maximum discounted rate is dependent on minimizing costs through prevention and good return to work strategy.



Total Claims by Type

The graph below displays claims from your company based on the year of occurrence. This information can be used to show claim trends.



Employer Report Card



Account: 3746806 KINSEY ENTERPRISES INC..
(CANADIAN POWER PAC)
Industry: 42124 ELECTRIC WIRING

Timeliness of Reporting Disabling Claims

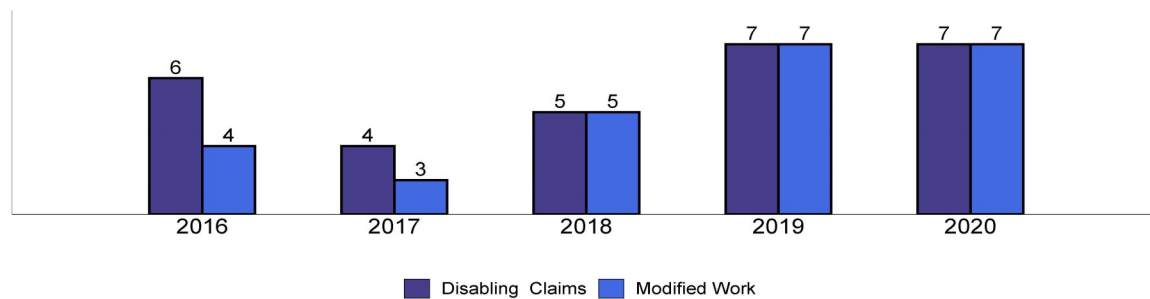
This table reflects your claim reporting statistics for all disabling injury claims. Consistent gaps between the two measurements suggest claims are not being reported in a timely fashion.

| Days to Report | 2018 - 2019 Total Disabling Claims | | 2020 Total Disabling Claims (Year to Date) | |
|----------------|------------------------------------|--------------------------------|--|--------------------------------|
| | Claim Count: 12 | | Claim Count: 7 | |
| | From Date of Accident | From Date Reported to Employer | From Date of Accident | From Date Reported to Employer |
| 0 - 3 | 6 | 7 | 4 | 4 |
| 4 - 5 | 2 | 1 | 0 | 0 |
| 6 - 10 | 1 | 2 | 2 | 2 |
| 10+ | 3 | 2 | 1 | 1 |

Note: Disabling claims include lost-time claims and all claims with modified work.

Lost Modified Work Opportunities

This diagram compares your modified work claims to disabling injury claims. Analyzing the difference between the two measures will enable you to pinpoint gaps where modified work could have been offered if availability was not an issue.



Note: Disabling claims include lost-time claims and all claims with modified work.

Employer Report Card

Account: 3746806 KINSEY ENTERPRISES INC..
(CANADIAN POWER PAC)
Industry: 42124 ELECTRIC WIRING



Duration of Claims and the Cost Implications

This table illustrates the cost implications of all disabling claims. This information can be used to evaluate the effectiveness of your claims management program.

| Duration of Claims | 2016 to 2019 | | 2020 (Year to Date) | |
|---------------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| | Number of Disabling Claims | Total Disabling Claim Costs | Number of Disabling Claims | Total Disabling Claim Costs |
| No lost-time with modified work | 19 | \$14,328 | 6 | \$3,537 |
| 1 - 3 Days | 2 | \$2,161 | 1 | \$695 |
| 4 - 5 Days | 1 | \$1,166 | 0 | \$0 |
| 6 - 10 Days | 0 | \$0 | 0 | \$0 |
| 10+ Days | 0 | \$0 | 0 | \$0 |

Note: Claims are recorded based on the year they occurred. For each occurrence year, transactions on claim costs are based on a 15 month period. For example, for claims occurring in 2019, the transaction period would be from Jan 1, 2019 to Mar 31, 2020. The costs reflected in the chart are total claims costs and may or may not be used for the rate adjustment program.

Top 5 Disabling Claim Injuries

The following tables provide a breakdown of your company's disabling claim injuries broken down by the most frequent injuries and the type of accidents. This information can be used to focus your injury prevention initiatives.

| Nature of Injury | 2016 to 2019 | | 2020 (Year to Date) | |
|-----------------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| | Number of Disabling Claims | Total Disabling Claim Costs | Number of Disabling Claims | Total Disabling Claim Costs |
| Sprains/Strain | 12 | \$9,037 | 4 | \$1,867 |
| Superficial Wounds | 3 | \$2,197 | 1 | \$575 |
| Fracture/Dislocation/Nerve Damage | 1 | \$1,272 | 1 | \$1,526 |
| All Others | 6 | \$5,149 | 1 | \$264 |

| Type of Accident | 2016 to 2019 | | 2020 (Year to Date) | |
|------------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| | Number of Disabling Claims | Total Disabling Claim Costs | Number of Disabling Claims | Total Disabling Claim Costs |
| Bodily Reaction and Exertion | 6 | \$3,261 | 1 | \$1,526 |
| Falls | 6 | \$9,621 | 0 | \$0 |
| Overexertion | 3 | \$2,409 | 2 | \$983 |
| All Others | 7 | \$2,364 | 4 | \$1,723 |

For any questions, please contact us at 780-498-3999 or toll free at 1-866-922-9221. You can also refer to our 'Help Pages' if needed.

EMPLOYER PREMIUM RATE STATEMENTS

Employer Premium Rate Statement



December 2, 2017

KINSEY ENTERPRISES INC.
CANADIAN POWER PAC
17221 106 AVE NW
EDMONTON AB T5S 1E7

Account: 374680/6

Industry: 42124
ELECTRICAL/MECHANICAL
CONTRACTING

Rate Year: 2018

Page: 1 of 2

Rate Adjustment

| | | | |
|------------------------|------------------------|------------------------------|--------------------------|
| Experience Rating Plan | 19.03% discount | Industry Rate | \$1.44 |
| | | Rate Adjustment | \$0.27 (19.03% discount) |
| Rate Adjustment | 19.03% discount | Employer Premium Rate | \$1.17 |

Experience Rating Plan

| | |
|------------------------------|------------------------------------|
| Employer Experience Ratio | |
| employer claim costs | \$28,472.03 |
| industry average claim costs | \$45,959.69 |
| employer experience ratio | 38.05% lower than industry average |

Participation Factor 50.00% (maximum)

Eligibility Factor 1

| | | | | | | |
|----------------------------------|----------|-----------------------------|----------|---------------------------|----------|-------------------------------|
| Employer Experience Ratio | X | Participation Factor | X | Eligibility Factor | = | Experience Rating Plan |
| 38.05% | | 50.00% (maximum) | | 1 | | 19.03% discount |

Messages

This is your annual Employer Premium Rate statement.

Employer Premium Rate Statement - Summary


March 05, 2019

 KINSEY ENTERPRISES INC.
 CANADIAN POWER PAC
 11680 266 STREET
 ACHESON AB T7X 6H2

Account: 3746806

Industry: 42124 - ELECTRICAL/MECHANICAL CONTRACTING

Rate Year: 2019

Employer Rate Calculation

| | |
|---|--------------------------|
| Industry Rate | \$1.65 |
| Calculated Experience Rating Adjustment | \$0.59 (35.98% discount) |
| Employer Premium Rate | \$1.06 |

How Your Experience Rating Adjustment Is Calculated
Your Experience Ratio

| | |
|------------------------------|------------------------------------|
| Your claim costs (2015-2017) | \$14,701.15 |
| Industry average claim costs | \$52,429.21 |
| Your experience ratio | 71.96% lower than industry average |

| | | | | | | |
|------------------------------|----------|-----------------------------|----------|---------------------------|----------|-------------------------------------|
| Your Experience Ratio | X | Participation Factor | X | Eligibility Factor | = | Experience Rating Adjustment |
| 71.96% | | 50.00% (maximum) | | 1 | | 35.98% discount |

Messages

This statement was requested through myWCB.

Employer Premium Rate Statement - Summary


November 30, 2019

 KINSEY ENTERPRISES INC..
 CANADIAN POWER PAC
 11680 266 STREET
 ACHESON AB T7X 6H2

Account: 3746806

Industry: 42124 - ELECTRICAL/MECHANICAL CONTRACTING

Rate Year: 2020

Employer Rate Calculation

| | |
|---|--------------------------|
| Industry Rate | \$1.69 |
| Calculated Experience Rating Adjustment | \$0.68 (40.00% discount) |
| Employer Premium Rate | \$1.01 |

How Your Experience Rating Adjustment Is Calculated
Your Experience Ratio

| | |
|------------------------------|---|
| Your claim costs (2016-2018) | \$6,462.01 |
| Industry average claim costs | \$60,505.71 |
| Your experience ratio | 89.32% lower than industry average (capped at 80.00% minimum) |

| | | | | | | |
|------------------------------|----------|-----------------------------|----------|---------------------------|----------|-------------------------------------|
| Your Experience Ratio | X | Participation Factor | X | Eligibility Factor | = | Experience Rating Adjustment |
| 80.00% (capped) | | 50.00% (maximum) | | 1 | | 40.00% discount |

Messages

This is your annual premium rate statement.

Employer Premium Rate Statement - Summary


November 28, 2020

 KINSEY ENTERPRISES INC.
 CANADIAN POWER PAC
 11680 266 STREET
 ACHESON AB T7X 6H2

Account: 3746806

Industry: 42124 - ELECTRICAL/MECHANICAL CONTRACTING

Rate Year: 2021

Employer Rate Calculation

| | |
|---|--------------------------|
| Industry Rate | \$1.68 |
| Calculated Experience Rating Adjustment | \$0.67 (40.00% discount) |
| Employer Premium Rate | \$1.01 |

How Your Experience Rating Adjustment Is Calculated
Your Experience Ratio

| | |
|------------------------------|---|
| Your claim costs (2017-2019) | \$7,671.91 |
| Industry average claim costs | \$75,510.93 |
| Your experience ratio | 89.84% lower than industry average (capped at 80.00% minimum) |

| | | | | | | |
|------------------------------|----------|-----------------------------|----------|---------------------------|----------|-------------------------------------|
| Your Experience Ratio | X | Participation Factor | X | Eligibility Factor | = | Experience Rating Adjustment |
| 80.00% (capped) | | 50.00% (maximum) | | 1 | | 40.00% discount |

Messages

This is your annual premium rate statement.

MANAGEMENT, SUPERVISION and WORKER COMMUNICATION

Communication is how people express themselves. It is the exchange of ideas, thoughts, information, and feelings. There are five main ways people communicate:

- Words
- Sounds
- Signs
- Visuals
- Behaviors

Communication can be one-way or two-way. In one-way communication, one person does not provide feedback in any form. In two-way communication, both people have the chance to provide feedback. As long as the feedback helps, two-way communication is always the better option.

CPP encourages two-way communication by giving timely answers to workers requests. Delayed replies can make workers feel their concerns have no value. Workers can encourage communication by focusing on issues that can make the workplace safer. Raising issues that are not relevant causes delays in responses and can fade out worker feedback.

Management is to provide safety direction to employees . This includes but is not limited to:

- Attending scheduled group safety meetings.
- Completing one site inspection per year as a minimum and providing feedback to all employees in regard to inspection details.
- Communication of any changes in scope, program, legislation, etc.

Management, supervisors, and employees must continuously evaluate the safety management system to ensure it is effective, complied with, and goals are achieved.

With safety in mind, observations should be communicated and documented in order to align procedures and policies with advances in processes and new technology.

All Safety Programs, including CDN Power Pac's Safety Management System must be audited on an annual basis using an approved or recognized audit protocol/process for the appropriate certifying partner. CDN Power Pac utilizes the Alberta Construction Safety Association (ACSA) COR Audit Tool which has been updated to the new laws and legislation as of February 2019.

To ensure compliance with industry standard and legislation, and where a WCB account exists, CDN. Power Pac maintains a Certificate of Recognition (COR)

HEALTH & SAFETY MANAGEMENT SYSTEM EVALUATION

Evaluation of CDN Power Pac's Health & Safety Management System helps to identify strengths and weakness in each section. By evaluating the system this allows CPP to find opportunities for continual improvement. There are three main ways CPP evaluates its Health & Safety Management System;

1. Audits

Audits help to identify how well CPP's HSMS is performing against the industry standard. CPP's Health & Safety Administration conducts HSMS maintenance audits annually and also performs COR audits for partnering organizations to improve their HSMS.

2. WCB Statistical Analysis

WCB summaries of health & safety related records provide an overview of the HSMS progress. These summaries also highlight trends that are developing company wide. Summaries provide the data needed for statistical analysis. All results from statistical analysis will align with one of two types of indicators; *leading* and *lagging*.

Leading Indicator;

- Considers future H&S performance
- Shows ongoing activities for the prevention of incidents
- Targets management system to see if contractors are meeting their goals
- Reflects management's commitment to health & safety
- Focuses on continual improvement of health & safety management systems
- Examples include; Hazard Assessments, Inspections, Orientations, Audits, Communications and Safety Training

Lagging Indicator;

- Considers results of safety processes, policies and procedures
- Reviews past incident statistics
- Measures frequency and severity of incidents
- Shows how many workers were injured and how severe
- Examples include; WCB Safety Statistics and Reports, OH&S Orders, Monthly Project Safety Statistics

3. Action Plans

When an audit identifies areas of improvement, auditors assign a corrective action. These actions, when combined, make up a Corrective Action Plan. The purpose of the action plan is to provide a plan to improve the Health & Safety Management System over the upcoming year.

The corrective actions in the action plan should address each area identified by the audit findings using the S.M.A.R.T. format ;

Specific - Corrective actions that are specific have a significantly greater chance of being accomplished. To make a corrective action specific, the five “W” questions must be considered:

1. Who: Who is involved in this goal?
2. What: What do I want to accomplish?
3. Where: Where is this goal to be achieved?
4. When: When do I want to achieve this goal?
5. Why: Why do I want to achieve this goal?

Measurable - A SMART corrective action must have criteria for measuring progress. If there are no criteria, you will not be able to determine your progress and if you are on track to reach your corrective action.

Achievable - A SMART corrective action must be achievable and attainable. This will help you figure out ways you can realize that action and work towards it. The achievability of the action should be stretched to make you feel challenged, but defined well enough that you can actually achieve it.

Realistic - A SMART corrective action must be realistic in that the action can be realistically achieved given the available resources and time. A SMART action is likely realistic if you believe that it can be accomplished.

Timely - A SMART corrective action must be time-bound in that it has a start and finish date. If the action is not time constrained, there will be no sense of urgency and motivation to achieve the corrective action.

Each corrective action should also have a person and target date assigned. This helps to drive accountability with the Health & Safety Management System.

ALBERTA CERTIFICATE OF RECOGNITION (COR)

This certificate recognizes that

KINSEY ENTERPRISES INC., (CANADIAN POWER PAC)

In keeping with the principles of *Partnerships* has:

- developed and implemented an occupational health and safety program and,
- met the standard for *Partnerships* through an independent evaluation of their health and safety program.


Dan MacLennan
Alberta Construction Safety Association
Certifying Partner

Certificate # 20210331-2012
WCB Industry Code(s): 42124


Ian Hooper
Government of Alberta

Expiry Date: March 31, 2024

