

1 Q. **2013 General Rate Application, Intercompany Transaction Costing Guidelines –**
2 **Exhibit 8**

3 Page 3, lines 8-12 - Provide the employee job descriptions for each position within
4 Hydro's Safety and Health department in 2013.

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7 A. Table 1 lists the positions in Hydro which are part of the Corporate Service function
8 specific to Safety and Health in 2013 and in relation to page 3, line 8 – 12. PUB-
9 NLH-181 Attachment 1 contains a detailed job description for each of these
10 positions. The shared service costs of the positions below based in Hydro are
11 recovered through an administration fee as described under Type 1 – Common
12 Service Costs, page 2, Exhibit 8.

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Table 1

Positions in Corporate Service Function for Safety and Health – Hydro Only
Occupational Health Nurse
Safety Analyst
Safety Specialist
Team Lead Safety & Health

Occupational Health Nurse

Location

Division: Human Resources & Organizational Effectiveness
Department: Safety & Health
Section: Safety & Health
Subsection:
Location: St. John's

Reporting

Direction Received:

Under the general direction of the Director of Labour Relations and Safety, the Occupational Health Nurse is responsible for the development, co-ordination, implementation, administration and health provision of effective, comprehensive health services and safety programs which positively influence the well-being of Hydro Group employees.

Direction Exercised:

Provides general direction to the Labour Relations and Safety Clerk on work assignment and provides advice and guidance to supervisory personnel on Corporate health and safety policies, programs and legislation relevant to the workplace.

Description

Summary of Job Function:

Responsible for the development, co-ordination, implementation, administration and evaluation of Corporate health and Safety Programs. Works closely with various divisions and departments of the Hydro Group to identify and control hazardous chemical, physical, mechanical, biological and psychosocial agents; monitors the health of workers exposed to these recognized or potential hazards; maintains records to evaluate workers health and effectiveness of control and intervention measures; provides health and safety programs aimed at work protection and prevention of accidents and illness; administers Worker's Compensation and Long Term Disability programs for those employees having occupational and non-occupational illnesses and injuries; utilizes the nursing process in providing treatment, counseling, referral and rehabilitative services which facilitate an optimum level of functioning and integrate the Occupational Health and Safety Program through Management, Labour and Community Resources.

Principal Activities, Duties, and Responsibilities:

Chairs the Corporate Health Advisory Committee which provides for a coordinated approach to employee issues with respect to the Sick Leave, Long Term Disability, and Workers' Compensation programs as well as other Corporate OH & S issues.

Co-ordinates the administration of the Worker's Compensation Program for the Hydro Group of Companies. Co-ordinates with the Worker's Compensation Commission and supervisory personnel to ensure the expedient documentation and reporting of occupational injury and illness claims for the implementation of employee benefits and to facilitate the goal of recovery, reducing disability costs and effecting the smooth reintegration of employees into the workplace as soon as possible.

Maintains an awareness of all occupational illnesses and injuries and investigates the work environment to analyze their causes where necessary and appropriate. Consults with the occupational health and safety team regarding recommendations and communicates preventive measures to supervisory personnel and affected workers.

Co-ordinates the Hydro Group Sick Leave Program which includes monitoring and assessment of sick leave through to the long term disability application.

Provides treatment and emergency care for occupational and non-occupational illnesses and injuries and makes referrals to the Corporate Medical Advisor as well as other medical and community health professionals as necessary. Co-ordinates and arranges safe and timely return to work programs (either modified duties or hours) with management and supervisory personnel compliant with the employee's physical and psychological abilities.

Conducts health examinations pertaining to pre-placement, fitness to work assessments as well as spirometry and audiometric testing on workers in specific job classifications .

Maintains a health record-keeping system that facilitates the permanent documentation of the nursing process and ensures that confidentiality of workers health records is maintained . Provides interpretation of confidential medical information to supervisory personnel regarding specific work-related functions.

Provides counseling, collaborates with the EAP Specialist and refers employees as required .

Assesses employee health needs and identifies Corporate concerns and government legislation to plan, develop and implement health and wellness promotion programs including Back Injury Prevention Education, Health Risk Appraisal, Fitness, Stress Management, AIDS in Workplace, Ergonomics, Hearing Conservation, etc. as well as instructs employees in First Aid and CPR training .

Co-operates with and acts in an advisory capacity to all departments within the organization on all matters pertaining to health and safety. Provides statistical and/or narrative reports as required, monthly, quarterly, annually or on special request.

Prepares and co-ordinates annual budget for the section.

Assumes responsibility for ongoing, personal, general and professional development and participates in continuing education experiences to improve knowledge skills as well as occupational health nursing practice .

Participates in and applies relevant occupational health and safety research findings in the delivery of occupational health and safety programs.

Develops and maintains a liaison with occupational health and safety professionals.

Actively involved in the Safety and Health Program.

"Shall be familiar with the Environmental Policy and Guiding Principles and applicable environmental Standard Operating Procedures"

Specifications

Education:

Completion of a Baccalaureate Degree in Nursing and holder of a practicing license with the Association of Registered Nurses of Newfoundland and Labrador (ARNN), supplemented by a certificate in Occupational Health Nursing COHN(C). Must also hold a valid CPR Instructor Certificate and a St. John's Ambulance First Aid Instructor Certificate.

Experience:

A minimum of five (5) years experience in Occupational Health Nursing.

Special Skills, Job Requirements, Working conditions, Etc.

Demonstrates knowledge, skills and attitudes for meeting and maintaining competent occupational health nursing practice.

Demonstrates a caring attitude, respect for client's rights, nursing actions appropriate to the situation, communication skills that promote a therapeutic relationship with the client, communication and team-building skills that promote collegial relationship within the occupational health and safety teams as well as with management and workers.

Assumes primary responsibility for maintaining competence in occupational health nursing practice, maintains active registration with the ARNN and understands, complies with, and practices in accordance with ARNN nursing practice standards, CNA code of ethics for nursing, human rights legislation and other provincial legislation applicable to the workplace as well as workplace occupational health and safety policies and procedures.

A class 05 driver's license is required.

Personnel

Salary Grade: HAY 12
Job Number:
Status: ☒ Active ☐ Inactive

Approvals

Approval

Corporate Safety Analyst

Location

Division: Human Resources & Organizational Effectiveness
Department: Safety & Health
Section: Safety & Health
Subsection:
Location: St. John's

Reporting

Direction Received:

Reporting to Nalcor Energy's Manager of Safety and Health this position is responsible for coordinating all Corporate safety systems to ensure cohesiveness and usability, coordinate continual improvement activities, and ensure business requirements are continually met across all lines of business within Nalcor Energy. Such systems include the Safe Workplace Observation Program (SWOP), OHSAS 18001 management system (Procedure Management Database), Regional Records Database and the Corporate analytics platform for safety and health data (Analyser). This position requires developing relationships and liaising with all lines of business as well as all levels of management and employees within Nalcor Energy.

Direction Exercised:

Provides recommendations to the Corporate and Regional/Line of Business Safety and Health Coordinators based on industry best practices, data trends and identified system gaps, in all matters related to safety and health in order to improve Nalcor Energy's safety management system and to strengthen overall safety culture. Works with divisional and line of business management and supervision, as well as Occupational Health and Safety Committees and Worker Health and Safety Representatives, providing advice

Description

Summary of Job Function:

Corporate prime contact for safety reporting, trending and analysis.

- Provide direction on reporting requirements to meet internal standards (i.e. SWOP) and external regulatory requirements (i.e. reportable incidents) and best practices.
- Develop and implement trending methods and reports.
- Provide safety data and statistics for internal and external reporting.
- Identify leading and lagging safety metrics to track
- Provide direction on incorporating the tracking and trending of new elements as required by the business (i.e. Aviation safety statistics and trending and the tracking of contractor safety statistics for Project Execution and Technical Services and Lower Churchill Project)
- Provide direction and support on the functionality of SWOP Analyser
- Provide direction and support on use of SWOP showcase reports
- Develop and conduct testing and verification of safety and health data when changes/upgrades occur

Subject matter expert and single point of contact for the SWOP database .

- Liaise with end users, Regional/Line of Business Safety Coordinators, and IS&T personnel to identify and implement enhancements to SWOP to ensure continual improvement;
 - Review safe work observations to ensure quality assurance and quality control;
- Perform statistical and trending analysis on safety and health data • improvement and measure safety performance;
- Develop reports and statistical information for internal and external purposes, including board of directors reports, CEA (Canadian Electricity Association) reports, and others as required;
 - Develop and implement training and guidance material for the SWOP database;
 - Provide support to supervisory staff and Regional/Line of Business Safety Coordinators data input and local data trending.
 - Conduct impact analysis, in conjunction with IS&T, on SWOP database, SWOP data, and the end user when company reorganizations take place and/or major database enhancements are requested.
 - Develop and conduct database testing and verification of data and database functionality when changes to the company and/or database occur.

Monitor all Corporate safety systems to ensure cohesiveness and usability, coordinate continual improvement activities, and ensure business requirements are continually met. Such systems include SWOP, Procedure Management Database, Regional Records Database and the Corporate analytics platform for safety and health data (Analyser).

- Facilitate identification of safety and health requirements for database design and upgrading
- Liaise with IS&T during development and upgrading process

Manage the Safety intranet page.

- Provide administrative functions for intranet page, including the updating of all information

Manage communication of safety alerts, lessons learned, and other Corporate safety information .

- Develop communication templates, liaise with IS&T and Corporate Communications where appropriate.
- Liaise with Corporate Communications on the development and implementation of safety communication strategies and communication material.
- Establish requirements regarding information to be communicated corporately versus regionally .
- Liaise with field on information to be communicated corporately versus regionally .
- Communicate information, as required, corporately .

Single point of contact for all Nalcor OHS Committees and WH&S Representatives/Designates, as well as all Safety Culture Action Plan (SCAP) teams.

- Provide support in effectively carrying out OHS Committee/WH&S Rep/Designate and SCAP team duties
- Provide direction and administrative functions for WHSCC Connect system
- Liaise with WHSCC contact to ensure identified issues are resolved
- Monitor WHSCC Connect system to ensure timely reporting of OHS Committee meeting minutes

- Identify requirements for establishment of new OHS Committees
- Provide direction and support in setting up new OHS Committees
- Provide support during WHSCC PRIME audits
- Coordinate and facilitate SCAP Quarterly Meeting Updates
- Manage the SCAP tracker
- Promote communication between OHS Committees, as well as between SCAP teams

Develop, implement and review Corporate safety programs and training.

- Develop procedure template
- Develop, implement and review standards and programs compliant with OHSAS 18001
- Develop and implement training programs that adhere to education and learning principles
- Provide support on the development of safety programs required by specific business needs (ie Corporate Safety Aviation Program)

Provide support and direction to supervisory staff and Regional/Line of Business Safety Coordinators on implementation of corporate safety systems, programs and standards, as well as other safety business as required.

Principal Activities, Duties, and Responsibilities:

- Provide input during the development and implementation of Corporate, Line of Business, Divisional and Departmental health and safety work plans.
- Provide leadership and support on Safe Workplace Observation Program.
- Provide leadership and support on incident data and incident investigation protocol.
- Provide support on the Corporate Aviation Safety Program and aviation data trending and analysis.
- Conduct evaluations of safety related data, incidents and other reports for trend analysis purposes.
- Develop and deliver safety training programs.
- Work with the Corporate Communications department to develop and implement safety and health communication strategies.
- Liaise with external regulatory agencies as required.

Work with other Lines of Business, Divisions and Departments, as well as external consultants, as required, to identify and implement continual improvement enhancements to the safety reporting and analysis systems and other safety policies and programs.

"Shall be familiar with the Environmental Policy and Guiding Principles and applicable environmental Standard Operating Procedures"

Specifications

Education:

- University education with a Bachelors degree in a Science, Engineering or Health Science related discipline, combined with graduation from a Post-Diploma or degree program in Occupational Health and Safety and supplemented by additional safety, statistics and project

management related training.

- Canadian Registered Safety Professional (CRSP) designation.
- Microsoft Excel Level 2, as a minimum.
- TapRoot Advanced Investigation Team Leader course.
- Occupational Health and Safety Committee certification.
- Facilitation Skills Training course.
- Understanding and Implementing OHSAS 18001 course
- Auditing course in OHSAS 18001
- Additional training or courses in Education and/or training delivery.

Experience:

Special Skills, Job Requirements, Working conditions, Etc.

- Well developed skills in written and oral communication, as well as a strong passion for the safety and the well-being of others.
- Strong interpersonal skills to effectively interact with a variety of personnel, and other industry participants, both internal and external.
- Excellent teambuilding, facilitation and leadership skills.
- Dedicated team player.
- Strong organizational, analytical and decision-making skills.
- Strong time management and conflict resolution skills.
- Ability to conduct effective safety related training.
- Aptitude for identifying opportunities for improvement within safety and health programs, management systems and processes.
- Knowledge of test specification design and execution.
- Proficient use of computer software (Microsoft Word, Excel, Lotus Notes, Showcase software, Oracle and Power Point).
- Ability to think on a broad level and anticipate future opportunities or issues in order to be proactive.

Adaptive to changing schedules and priorities, have an affinity for writing procedures and reports, and be a self-starter, requiring minimum supervision in a fast-paced environment.

Personnel

Salary Grade: HAY 10

Job Number:

Status: ☒ Active ☐ Inactive

Approvals

Approval

Corporate Safety Specialist

Location

Division: Human Resources & Organizational Effectiveness
Department: Safety & Health
Section: Safety & Health
Subsection:
Location: St. John's

Reporting

Direction Received:

Reporting to the Team Lead, Safety and Health this position provides oversight to all aspects of the company's Safety Management System (SMS) and in reference to the company's goals related to safety and its Framework for Safety Excellence.

Direction Exercised:

Provides oversight, leadership, technical support and direction within Newfoundland and Labrador Hydro (NLH), Churchill Falls (CF), non-regulated hydro operations such as Exploits Generation (EG) and Menihek and other Nalcor lines of business as required.

Description

Summary of Job Function:

Leads and assists in the development of corporate-level safety programs, processes and strategies which promote an interdependent safety culture and which will enable the achievement of world class safety performance.

Assists in the effective co-ordination and delivery of all safety related activities within NLH, CF, EG, Menihek and within other Nalcor lines of business as required, and is a primary internal contact on such issues.

Provides direction and guidance to safety leaders at the Departmental/Regional/Plant level with a view to ensuring that activities and programs are planned and conducted in a manner consistent with the company's SMS, its Framework for Safety Excellence, and corporate priorities, policies, processes and standards.

Provides high level support and technical assistance to safety coordinators, safety committees, regional safety leaders and the Project Execution and Technical Services Division.

Develops and maintains the company's SMS while ensuring strategic alignment with Nalcor Energy's corporate policies, goals and guiding principles.

Leads or participates in the auditing of SMS compliance.

Participates in the development and delivery of safety related training and is a primary trainer for such programs.

Fosters a culture espousing a "Zero Harm Mindset" whereby all incidents are considered to be preventable, by working with NLH and other Nalcor personnel to strive for zero harm in the workplace.

Principal Activities, Duties, and Responsibilities:

- Provides leadership and support on safety matters to all NLH personnel, CF, EG, Menihek and to other Nalcor personnel as required.
- Advises operations-based safety personnel and other safety leaders on safety programs, work practices and standards development.
- Assists operations personnel with incident investigation and root cause analysis.
- Tracks and reports safety performance metrics for Nalcor.
- Conducts safety and health audits and generates subsequent reports.
- Prepares and maintains work plans for safety function.
- Coaches regional levels with corporate standards and programs and how they are implemented in their own areas. Eg. Work Methods
- Interacts with regional safety coordinators on a daily basis.
- Develops standards in compliance with OHSAS 18001 requirements.
- Reviews incident summary reports, initiates or recommends corrective/preventative measures.
- Maintains the Safe Workplace Observation Program (SWOP) database.
- Chairs corporate working committees (e.g. Fall Protection, Confined Space Entry, Work Methods, and Personal Protective Clothing Committees)
- Conducts technical safety training, including Fall Protection, Confined Space, Arc Flash to name a few
- Reviews construction projects in the design state and related contracts for safety considerations.
- Provides detailed safety and health information to Project Managers on various capital and operating contracts.
- Communicates critical safety and health information to Project Execution & Technical Services employees as well as the On Site Representatives over-seeing contractors.
- Liaises with emergency organizations on a daily and corporate basis and acts as a liaison with the OH&S Branch of Service NL.
- Ensures lessons learned are captured and reflected in ongoing work as appropriate in order to deliver upon the continuous improvement mindset.
- Accountable for the corporate prescription safety eye wear program.
- Accountable/Responsible for the building Fire Marshall duties for Hydro Place.
- Mentors, coaches and supervises the Safety and Health students on work term placements at Hydro Place with all their activities.
- Shares the responsibility of oversight for the Safety and Health Week Coordinators.
- Reviews specifications for protective clothing and safety supplies prior to tender process.
- Develops corporate standards with Technical Services division. (e.g. MADs, MAIDs, CERP)
- Develops corporate initiatives and programs in line with technical standards. (eg. CSA, IEEE, IEC, CAN/ULC S801, etc.)
- Acts as a member of the corporate emergency response plan (CERP) team and has all the responsibilities associated with a corporate emergency.

"Shall be familiar with the Environmental Policy and Guiding Principles and applicable environmental Standard Operating Procedures"

Specifications

Education:

- University graduation with a Bachelor degree in Science or an Engineering related discipline; or graduation from technical college with a technology related degree or diploma in

Occupational Health and Safety, supplemented by additional training in Safety and Health Management; or an equivalent combination of education and experience.

- Certified Auditor training in OHSAS 18001.
- Knowledge of OHSAS 18001 in development of standards.
- Certified incident investigation techniques (eg. Tap Root, SCAT, etc.)
- Canadian Registered Safety Professional (CRSP) designation is an asset.

Experience:

- Minimum of 7 -10 years progressively responsible experience as a safety and health professional.
 - Candidate should have loss prevention experience in areas such as: safety management system development and implementation, incident/injury prevention, safety in plant designs, hazard identification, qualitative and quantitative risk analysis, safe operating procedures and standards, behavioral safety programs, and incident investigation.
 - Proficient in conducting Safety Management System auditing.
 - Detailed knowledge of safety legislation and industry standards.
- Competent in conducting risk assessments and training.

Special Skills, Job Requirements, Working conditions, Etc.

- Personal belief that zero injuries is achievable on a sustained basis.
- Demonstrated safety leadership.
- Strong interpersonal and communication skills to effectively interact with a variety of personnel, and other industry participants, both internal and external.
- Excellent teambuilding and influence skills, as well as a dedicated team player.
- Strong organizational, analytical and decision-making skills.
- Working knowledge in OHSAS standard 18001
- Ability to conduct effective safety training.
- Strong written/verbal communication skills.

Personnel

Salary Grade:

Job Number:

Status:

☒ Active ☐ Inactive

Approvals

Approval

Team Lead - Safety and Health

Location

Division: Human Resources & Organizational Effectiveness
Department: Safety & Health
Section: Safety & Health
Subsection:
Location: St. John's

Reporting

Direction Received:

Reporting to the Corporate Manager, Safety and Health, this position will also have an accountability relationship to the Vice President, Regulated Operations/Line of Business Leader for NLH. The Team Lead will be integral to support Nalcor Energy in achieving its goal of becoming a world class safety leader. This position provides oversight, leadership, professional technical support and strategic direction within Newfoundland and Labrador Hydro (NLH), and to other Nalcor lines of business as required, in relation to all aspects of the Company's Safety Management System (SMS).

Direction Exercised:

Under the direction of the Corporate Manager, Safety and Health, the Team Lead provides supervisory direction and advice, to corporate safety personnel and functional direction to embedded safety coordinators/officers within NLH. Exercises personal initiative and judgment in planning and organizing work project assignments.

Description

Summary of Job Function:

Provides direction and guidance to corporate safety and health staff, as well as leaders at the Departmental/Regional/Plant level to ensure that NLH activities and programs are planned and conducted in a manner consistent with the Nalcor's SMS, its Framework for Safety Excellence, and Corporate priorities, policies, processes and standards.

Assists in the effective coordination and delivery of all safety related activities within NLH, and within other Nalcor lines of business as required, and is a primary internal contact on such issues .

Participates in the development/implementation of safety and health standards and oversees the development of safety related training.

Leads the development of the auditing program for NLH to ensure compliance with the Corporate SMS and other key safety processes including the company's Work Protection Code

Fosters a culture espousing a "Zero Harm Mind set" whereby all incidents are considered to be preventable, by working with NLH and other Nalcor personnel to strive for zero harm in the workplace.

Assists in the development and maintenance of the Corporate SMS while ensuring strategic alignment with Nalcor Energy's corporate policies, goals and guiding principles.

Leads or assists in the development of corporate level programs, processes and strategies which promote an interdependent safety culture and which will enable the achievement of world class safety performance

Principal Activities, Duties, and Responsibilities:

- Provides leadership and support on safety matters to all NLH personnel .
- Provides direction to NLH personnel to ensure safety and health standards and processes are developed, communicated, and implemented .
- Supervises, leads and coaches corporate safety and health staff .
- Directs, assign responsibilities, monitors and evaluates staff performance .
- Assists with organizing and planning work activities and maintains work plans for safety function .
- Provides functional direction, guidance and leadership to NLH embedded safety personnel and other safety leaders on corporate safety programs, work practices and standards .
- Assists Manager, Safety and Health with the strategic planning process and in the development of corporate level programs and initiatives .
- Oversees incident investigations and assists with root cause analysis and /or tap root processes .
- Reviews incident summary reports, initiates or recommends remedial /preventative measures .
- Ensure lessons learned are captured and reflected in ongoing work as appropriate in order to deliver upon the continuous improvement mind set .
- Monitors safety performance of NLH operations and recommends safety intervention strategies .
- Supervises the audit process and ensures appropriate gap closures plans are generated for NLH .
- Acts as a change agent to integrate safety and health processes consistent with the corporate safety and health strategy into the NLH business process .
- Collaborates with key stakeholders, business units, and support groups in the identification and prioritization of NLH safety and health initiatives .
- Liaises with the regulatory agencies such as the OHS Branch and WHSCC .

"Shall be familiar with the Environmental Policy and Guiding Principles and applicable environmental Standard Operating Procedures"

Specifications

Education:

- University graduation with a Bachelors Degree in Science or Engineering; or graduation from technical college with a technology related degree and a diploma in Occupational Health and Safety. This must be supplemented by additional training in Safety and Health Management .
- Certified Auditor training in OHSAS 18001 or CSA Z1000.
- CRSP designation an asset.
- Consideration may be given to applicants with other levels of education combined with specialized training in occupational safety and health and demonstrated occupational safety and health knowledge and experience .

Experience:

- Minimum of 10 years progressively responsible experience as a safety and health professional .

- Candidate should have loss prevention experience in areas such as: safety management system development and implementation, incident/injury prevention, safety in plant designs, hazard identification, qualitative and quantitative risk analysis, safe operating procedures and standards, behavioral safety programs, and incident investigation .
- Proficient in conducting Safety Management System auditing .
- Detailed knowledge of safety legislation and industry standards .
- Competent in conducting risk assessments and training .
- Supervisory experience would be an asset.

Special Skills, Job Requirements, Working conditions, Etc.

- Personal belief that zero injuries is achievable on a sustained basis .
- Demonstrated safety leadership.
- Strong interpersonal and communication skills to effectively interact with a variety of personnel, and other industry participants, both internal and external .
- Excellent teambuilding and influence skills, as well as a dedicated team player .
- Strong organizational, analytical and decision-making skills.
- Working knowledge in OHSAS 18001 and CSA Z1000 standards.
- Ability to conduct effective safety training.
- Strong written/verbal communication skills.

Personnel

Salary Grade:

Job Number:

Status:

☒ Active ☐ Inactive

Approvals

Approval