

APPENDIX A

Aboriginal Affairs and Northern Development Canada Template

Project Statistics							
EHS PERFORMANCE							
Safety		Q1	Q2	Q3	Q4	TOTAL TO DATE	EVIDENCE/EXPLANATION
Major Incident	#					0	
Moderate Incident	#					0	
Minor Incident	#					0	
Near misses	#					0	
Incidents, Inspections and Audits		Q1	Q2	Q3	Q4	TOTAL TO DATE	EVIDENCE/EXPLANATION
Environment Incidents	#					0	
	Volume (L) spilled					0.0	
Inspections/Audits (external)	# performed					0	
	# non-compliances					0	
Inspections/Audits (internal)	# performed					0	
	# non-compliances					0	
EHS Training (p-hrs)		Q1	Q2	Q3	Q4	TOTAL TO DATE	EVIDENCE/EXPLANATION
Awareness training	EHS policy & procedures					0	
H&S training	HAZWOPER					0	
	WHMIS					0	
	First Aid					0	
	Wildlife safety					0	
	Water safety					0	
	Fire response					0	
Environmental training	Other					0	
	Spills response					0	
Other corrective actions	Other					0	
	New procedures					0	
	Other initiatives					0	
SOCIO-ECONOMIC PERFORMANCE							
Employment		Q1	Q2	Q3	Q4	TOTAL TO DATE	EVIDENCE/EXPLANATION
Total Employment	# persons					0	
	p-hrs					0	
Employment - Northern	# persons					0	
	p-hrs					0	
Employment - Aboriginal	# persons					0	
	p-hrs					0	
Employment - AOC	# persons					0	
	p-hrs					0	
Employment - Women	# persons					0	
	p-hrs					0	
Workforce Training		Q1	Q2	Q3	Q4	TOTAL TO DATE	EVIDENCE/EXPLANATION
Total Training	# persons					0	
	p-hrs					0	
Training - Northern	# persons					0	
	p-hrs					0	
Training - Aboriginal	# persons					0	
	p-hrs					0	
Training - AOC	# persons					0	
	p-hrs					0	
Training - Women	# persons					0	
	p-hrs					0	
Purchase of Goods and Services		Q1	Q2	Q3	Q4	TOTAL TO DATE	EVIDENCE/EXPLANATION
Total Suppliers	# suppliers					0	
	Value (\$)					\$0	
Suppliers - Northern	# suppliers					0	
	Value (\$)					\$0	
Suppliers - Aboriginal	# suppliers					0	
	Value (\$)					\$0	
Suppliers - AOC	# suppliers					0	
	Value (\$)					\$0	
STAKEHOLDER ENGAGEMENT							
Communication Activities						TOTAL TO DATE	EVIDENCE/EXPLANATION
Community Consultation Events	#					0	
	# persons					0	
Media Events	#					0	

Aboriginal Affairs and Northern Development Canada Template

WATER SOURCES UTILIZED						
Source Description	GPS Coordinates					
	Latitude			Longitude		
	Deg	Min	Sec	Deg	Min	Sec

WASTEWATER DISCHARGE AREAS (Effluent meeting Discharge Criteria)						
Source Description	GPS Coordinates					
	Latitude			Longitude		
	Deg	Min	Sec	Deg	Min	Sec

WASTE DISPOSAL AREAS						
Source Description	GPS Coordinates					
	Latitude			Longitude		
	Deg	Min	Sec	Deg	Min	Sec

UNAUTHORIZED DISCHARGES (Wastewater, fuel, oil, etc.)							
Date	Description	Summary of Follow-up Actions Taken	GPS Coordinates				
			Latitude			Longitude	
			Deg	Min	Sec	Deg	Min

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DAILY WATER USAGE LOG			
WATER SOURCE:			
Month	Day	Volume (L)	Use
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
TOTAL (L)		0	
AVERAGE PER DAY			

Aboriginal Affairs and Northern Development Canada Template

DAILY WASTE DISPOSAL INTO NHWL		
Month	Day	Volume Disposed of (m3)
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	20	
	21	
	22	
	23	
	24	
	25	
	26	
	27	
	28	
	29	
	30	
	31	
TOTAL (m3)		0
AVERAGE PER DAY		

QUARTERLY REPORT

-Site Statistics Cheat Sheet-

Environment, Health and Safety (EHS) Performance

Safety:

Major Incident – Report the number of major incidents, defined as severe irreversible disability, impairment, injury or fatality to one or more people.

Moderate Incident – Report the number of moderate incidents defined as moderate irreversible disability, impairment or injury requiring offsite medical treatment.

Minor Incident – Report number of minor incidents, defined as objective but reversible disability, impairment and/or injury. Onsite medical treatment required not requiring lost time.

Near Miss – Report the number of near misses, defined as an unplanned incident that occurred in the work place which did not result in any injury or disease but had the potential to do so.

Incidents, Inspections and Audits:

Environmental Incidents – Report the number of environmental incidents, and volume (in Litres) spilled, as required under applicable legislation, licenses and/or permits. Examples include the Canadian Environmental Assessment Act, the Environmental Protection Act (NWT), the Environmental Protection Act (Yukon) and the Environmental Protection Act (Nunavut).

Inspections/Audits (external) – Report the number of inspections and/or audits completed and the number of non-compliances issued by third parties not under contract with INAC.

Inspections/Audits (internal) – Report the number of inspections and/or audits completed and the number of non-compliances issued by INAC, PWGSC and/or third parties under contract with INAC.

Socio-Economic Performance

Employment:

Total Employment – Report the number and time (in person-hours) of staff that worked on the project, including on and off site personnel and information reported in the sub-categories listed below. The INAC project manager is responsible for including all internal project staff, PWGSC and Contractor/Consultant staff in the total reported to Headquarters.

Employment (Northern) – Report the number and time (in person-hours) of Northern staff that worked on the project, including on and off site personnel. Northern is defined as a person with permanent residence of greater than six months in any of the three territories. The INAC project manager is responsible for including all internal, PWGSC and Contractor/Consultant staff in the total reported to Headquarters.

Employment (Aboriginal) – Report the number and time (in person-hours) of Aboriginal staff that worked on the project, including on and off site personnel. Aboriginal is defined as a First Nation, Inuit and/or Métis person. The INAC project manager is responsible for including all internal, PWGSC and Contractor/Consultant staff in the total reported to Headquarters.

Employment (AOC) – For projects in which an Aboriginal Opportunity Consideration (AOC) is in place, report the number and time (in person-hours) of staff identified under the AOC report that worked on the project, including on and off site personnel. The INAC project manager is responsible for including all internal, PWGSC and Contractor/Consultant staff in the total

reported to Headquarters. Include the commitments of the AOC in the explanation/details section to confirm that they are on target against their commitments.

Employment (Women) – Report the number and time (in person-hours) of women staff that worked on the project, including on and off site personnel. The INAC project manager is responsible for including all internal, PWGSC and Contractor/Consultant staff in the total reported to Headquarters.

Workforce Training:

Total Training – Report the number and time (in person-hours) of staff that were trained, including all information reported in the sub-categories listed below. The INAC project manager is responsible for including all internal, PWGSC and Contractor/Consultant staff in the total reported to Headquarters. The types of training should be listed in the evidence/explanation section.

Training (Northern) – Report the number and time (in person-hours) of Northern staff that received training. Northern is defined as a person with permanent residence in any of the three territories. The INAC project manager is responsible for including all internal, PWGSC and Contractor/Consultant staff in the total reported to Headquarters. The types of training should be listed in the evidence/explanation section.

Training (Aboriginal) – Report the number and time (in person-hours) of Aboriginal staff that received training. Aboriginal is defined as a First Nation, Inuit and/or Métis person. The INAC project manager is responsible for including all internal, PWGSC and Contractor/Consultant staff in the total reported to Headquarters. The types of training should be listed in the evidence/explanation section.

Training (AOC) – For projects in which an Aboriginal Opportunity Consideration (AOC) is in place, report the number and time (in person-hours) of staff identified under the AOC report that received training. The INAC project manager is responsible for including all internal, PWGSC and Contractor/Consultant staff in the total reported to Headquarters. The types of training should be listed in the evidence/explanation section.

Training (Women) – Report the number and time (in person-hours) of women staff that were trained. The INAC project manager is responsible for including all internal, PWGSC and Contractor/Consultant staff in the total reported to Headquarters. The types of training should be listed in the evidence/explanation section.

Purchase of Goods and Services:

Total Suppliers – Report the number and value (in dollars) of sub-contractors and/or suppliers of goods and/or services that worked on the project, including all information reported in the sub-categories listed below. The portion of the contract that remains with the General Contractor should also be included in this metric.

Suppliers (Northern) – Report the number value (in dollars) of Northern sub-contractors and/or suppliers of goods and/or services that worked on the project. Northern is defined as a company with a head office in any of the three territories. The portion of the contract that remains with the General Contractor, if they are considered a Northern company, should also be included in this metric. The names of the Northern sub-contractors and/or suppliers should be listed in the evidence/explanation section.

Suppliers (Aboriginal) – Report the number and value (in dollars) of Aboriginal sub-contractors and/or suppliers of goods and/or services that worked on the project. Aboriginal is defined as a