



# Keyera Online Orientation Guidelines – USA

Effective March 2019 – Revised March 15, 2021

## Guidelines

Keyera requires on-site supplier resources complete a general and site-specific orientation prior to commencing work at Keyera facilities or work-sites. Keyera uses an application, Skills Passport, to provide online general orientations.

### General orientations:

- are assigned based on the scope of work and relate to General, Rail and Trucker safety
- are relevant for suppliers working on-site at our Canadian and American Keyera work-sites
- are expected to be completed prior to arriving at Keyera sites and proof of successful completion is required before starting work
- are valid for one year after completion, at all Keyera's sites
- are general orientations; additional site-specific orientations will be given upon arrival at site.

## Skills Passport Orientations include:

### General Orientation

This orientation covers Keyera safety policies and topics including, safe work permits, working at heights, duty of refusal, emergency response, temporary hazards, chemical storage and handling, and more. This is required of all employees, contingent workers, visitors, and contractors who will be working at or visiting Keyera sites.

#### Exceptions:

- Truck drivers that load or unload products at any Keyera loading/unloading rack; they must complete the Trucker Orientation;
- Deliveries that do not enter a live facility;
- Office visitors that do not enter the live process facility.

### Rail Orientation

In addition to the General Orientation, the Rail Orientation is required at all Keyera rail terminals.

### Trucker Orientation

This orientation is required for truck drivers who load or unload products at any Keyera loading/unloading rack. Truck drivers taking this orientation are not required to take the General Orientation or the Rail Orientation.

## Completion of the Required Orientations

The Skills Passport User Guide, attached below, provides guidance on setting up your account and completing orientations. Each individual worker is responsible to print off or save a digital record of their online completion certificate(s), for verification upon arrival at the site.

## Keyera Support

If you are unsure of your orientation requirements, please refer to the Keyera Contractor Health and Safety Requirements document, contact your Keyera representative, or [supply\\_chain@keyera.com](mailto:supply_chain@keyera.com) for support.

# Skills Passport User Guide

## For a New User

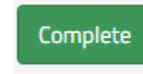
Go to <http://www.skillspassport.com/start>

1. Click **START**
2. Click “**New Users**”
3. In the **company drop down** begin typing your company name and select from available options. If you do not see your company name, then type OTHER and indicate your company in the space provided.
4. Enter your **email address**
5. Confirm your email address
6. Enter your **first name**
7. Enter your **last name**
8. Choose a **password** (minimum of 6 characters long)
9. Confirm your password
10. Click **SUBMIT**



You are now registered, please **remember your email address and password**. You will need this information to login in the future.

11. For General, Site Specific, and Rail Orientations click **Facility and Rail**. Truck Drivers click **Truck Driver**.
12. To begin, click the **Start** box.
  - You must watch the **whole** video.
  - Click **Complete** (you must hit complete to access the quiz).
  - Complete and pass the **Quiz**.



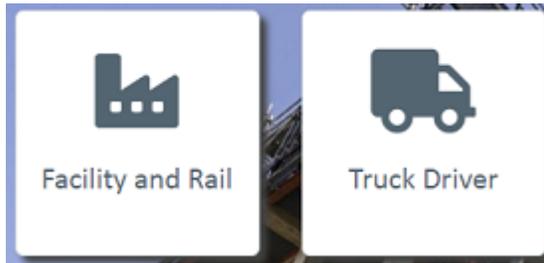
13. Complete any other Orientations you have been asked to complete. If you are unsure as to what orientations are required, please **consult your Keyera Site Contact**.
14. Once you have completed your required orientations and passed the quizzes click **Keyera Health & Safety** (top of the screen), then click **Certificates**.
15. Click on the **blue Download Certificate** button to print your certificate (choose a scale of ~30% to print a wallet sized copy of your certificate).
16. **Sign Out** by clicking **your name** (top right-hand corner) and **click Sign Out**.



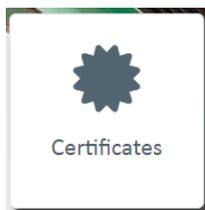
## For a Returning User

Go to <http://www.skillspassport.com/start>

1. Click **START**
2. Enter your **email address** and **password**
3. Click **SIGN IN**
4. For General, Site Specific, and Rail Orientations click **Facility and Rail**. Truck Drivers click **Truck Driver**.



5. Complete any outstanding orientations/tasks. If you are unsure as to what orientations are required, please **consult your Keyera Site Contact**.
6. Pass the corresponding quiz/quizzes
7. To view your completed orientations, click **Certificates**.



If you have forgotten your password, please click “**Reset my Password**”. This will send an email to the email account you used when you registered for Skills Passport with a link to reset your password.