

1.0 PURPOSE

It is a requirement that all Contractors performing work at our facilities, on our property or project, or at our client locations do so in accordance with all safety rules and regulations.

2.0 SCOPE

This procedure applies to all Contractors.

3.0 DEFINITIONS

Contractor – A contractor is any person, consultant, or company that provides an on-site service to the company for monetary compensation. This could include but not be limited to; electricians, plumbers, lawn cutting or snow removal.

Subcontractor – A subcontractor is any person or company that provides an on-site service to the contractor or client that is hired by and working for a contractor.

4.0 STANDARDS / PROCEDURES

The rules listed below are for your protection and guidance and are to be a condition of your contracted services with ALLTRADE Industrial Contractors Inc. Misconduct or disobeying the following rules or responsibilities may lead to removal from company property and/or suspension or termination of the contract.

The following responsibilities have been prepared for Contractors. ALLTRADE Industrial Contractors Inc. expects that as a Contractor performing work for us, all work and conduct will be performed in a safe and healthy manner.

This document is designed to provide Contractors with our minimum requirements for health and safety performance. They are by no means all inclusive of the requirements specified by the Occupational Health and Safety Act and pertinent regulations.

The Contractor is also required to ensure that their workers are made aware of and abide by the requirements detailed in our company's health and safety policies and procedures, safe work practices, and emergency response procedures.

The Contractor shall ensure / provide the following:

- Appropriate insurance coverage has been obtained and maintained as outlined in the contract (i.e. liability insurance and current Workplace Safety and Insurance Board "Certificate of Clearance");
- Provide a WSIB Injury Summary report;
- Provide proof of training, certifications, and /or licenses for the type of work they will perform and /or type of equipment, machine, or vehicle they will be operating as may be requested;
- Material Safety Data Sheets (SDS) for WHMIS controlled products are provided to ALLTRADE Industrial Contractors Inc. in advance of bringing any controlled products into the facilities or onto the property;
- Maintain all equipment, tools, and machinery in safe working order and have record of pre-use inspection and /or maintenance available for review. Ensure that the operator's manuals are available on site for the workers to review;
- Contractors are permitted to enter only those areas where their work is being performed.
- **MAY NOT SUBCONTRACT ANY WORK WITHOUT PRIOR WRITTEN APPROVAL FROM THEIR ALLTRADE INDUSTRIAL CONTRACTORS CONTACT PERSON.**

Contractors must ensure the following:

- Workers have the appropriate training to perform their work safely (maintain documentation);
- Workers are equipped with the proper Personal Protective Equipment to conduct the work and use it as required;
- Workers know the requirements for the use, limitations and maintenance of the Personal Protective Equipment;
- Workers know how to report unsafe conditions, injuries and accidents to the company contact person;
- Workers become familiar with the site emergency response plan as well as know the location of emergency systems (i.e. phones, first-aid kits, emergency numbers, safety stations etc.);
- Workers to participate in site safety;
- Workers are instructed to cooperate with company management, supervision, as well as governing authorities (e.g. Ministry of Labour, WSIB);
- A safe and clean work area is maintained at all times;
- Workers attend Safety Orientation as may be required.
- The Contractor must establish an Early Safe Return to Work Program and take all necessary measures to accommodate injured workers on the project;

- The Contractor must appoint a competent person to act as a supervisor (this can include a foremen, estimator or coordinator) for their workers.

5.0 CONTRACTOR SPECIFIC SAFETY RULES

- All work performed by contractors will be done in a safe and professional manner and work areas will be kept clean and tidy;
- All workers operating a vehicle must have a current and valid Driver's License;
- Failure to comply with these safety rules may result in an Infraction Form being completed; including suspension or cancellation of the contract and/or exclusion from future contract bids;
- All workers must wear the required personal protective equipment. Hearing protection must be worn at all times in designated areas or when performing any related operation that may cause harmful noise;
- Contractors performing work during company operational working hours are subject to additional safety rules to ensure the safety of all employees, and to maintain output at expected levels. As a minimum, the designated contact and the Area Supervisor(s) will discuss the work in advance;
- Every effort will be made to avoid risk to employees or impact on production and/ or work activities. As necessary, area employees will be advised of the risks, precautions or temporary arrangements to be followed during the performance of the Contractors work. The Contractor designated contact and the Area Supervisor(s) will update arrangements as necessary.
- The contractors work performance in regards to compliance with safety policies and the protection of employees will be monitored. Concerns will be communicated to the Contractor's Supervisor. Concerns are to be investigated and resolved promptly, and may involve management as necessary;
- Immediately report all accidents and incidents. Contractor's Supervisor shall report all accidents to the ALLTRADE Industrial Contractors Inc. contact person. The Contractor shall investigate all accidents and incidents and must provide a copy of their investigation report and all supporting evidence /materials to their contact person;
- The Contractor is responsible for providing first aid and medical attention to their own personnel;
- Reporting to WSIB of accidents involving personal injury to contractor's staff, WSIB claims management and WSIB claims financial responsibility is the responsibility of the contractor;

- Accidents that occur on company property that involve Ministry of Labour reporting responsibilities will be reported. The contractor is expected to fully cooperate with any report and subsequent investigation;
- **Violence in the Workplace:** the contractor will ensure compliance with the requirements of the *Occupational Health & Safety Act*.

6.0 GENERAL CONDUCT

- Anyone under the influence of illegal drugs or alcohol or having the same in their possession will be immediately terminated from site;
- Anyone, using prescribed medication, that could affect the safety of their work are not allowed to perform their duties;
- Horseplay of any kind will not be tolerated;
- Individual portable music devices are not allowed;
- No defacing of company property will be tolerated;
- Unauthorized removal of company property is cause for immediate termination from site.

7.0 USE OF EQUIPMENT

- On certain occasions, contractors may be permitted to operate company equipment. This must first be approved in writing by the contact person;
- The Contractor shall ensure their staff are adequately trained or qualified to use such equipment, and may be required to provide documentation of training and license when necessary;
- Demonstration of the ability to safely operate the required equipment may also be required.

8.0 FIRE HAZARDS AND HOT WORK

- Any operations, which by nature constitute a fire or safety hazard, shall be conducted in such a manner as to minimize such hazards;
- All canvas and tarpaulins, must meet CSA or Underwriters standards for fire resistance;

- All flammables and combustibles must be stored as required by Code or Regulations;
- Hot work such as cutting, welding, or grinding may require a hot work permit;
 - This will also require a person for fire watch.
 - This will also require a fully charged and inspected fire extinguisher suitable for the application.
 - Use and store compressed gas cylinders to accepted safe practices and regulations.

9.0 BARRICADES

- Where surface work is being done such as concrete scarifying, excavating, trenching or activities involving spillage of water or slippery substances, or where overhead work is being done, then sufficient barricades, warning signs or barrier tape must be used;
- Barricades must be rigid and complete. Barricade tape must be brightly coloured and clearly visible;
- Overhead work must be clearly indicated below with barricades or warning tape.

10.0 HOUSEKEEPING

- All reasonable precautions shall be taken to prevent generated dust from contaminating adjacent work areas, machinery or equipment;
- All rubbish shall be accumulated and removed from the worksite at the end of each day at contractor's expense;
- All salvageable material, which belongs to ALLTRADE Industrial Contractors Inc., will be disposed of through the contact person;
- It is the responsibility of the contractor to ensure all toxic and hazardous substance brought onto ALLTRADE Industrial Contractors Inc. property is disposed of in compliance with environmental regulations.

11.0 UTILITY SHUTDOWN / START UP

- Before shutting down or starting up any utility, the designated contact person must be notified in writing 24 hours in advance;
- Adequate warning must be provided in advance including the reason for shutdown or start up and what equipment, areas, or processes may be affected.

12.0 LOCKOUT AND CONFINED SPACE

- Lockout procedures shall be used when working on any equipment to ensure a "Zero Energy State" as per CSA standards and legislated requirements before work proceeds;
- The contractor shall ensure affected persons are trained and qualified, follow applicable standards and regulations;
- Confined space procedures must be followed prior to and during entry of any space where the accumulation of a hazardous gas, vapour, dust, fume or the creation of an oxygen deficient atmosphere may occur;
- The contractor shall ensure affected persons are trained and qualified, follow applicable standards and regulations.

13.0 ROOF WORK AND PROTECTION

- When working on the roof, the roof surface, flashing, sumps, drains, copings and gutters must be protected from damage and be fully protected from risk of accidental chemical discharge;
- All safety precautions must be taken to ensure the safety of workers on the roof to prevent falls;
- Permission must be obtained from the contact person prior to going onto the roof or performing roof work.

14.0 EMERGENCIES

- In case of an emergency (fire, chemical spill, and/or plant evacuation) contractors and their workers will safely stop what they are doing and proceed to the emergency gathering area as outlined in the site specific emergency response plan;
- Contractors must remain in the gathering area to be accounted for by the spotter or receptionist;
- All communications to public /media concerning an emergency will be made through the designated representative.

15.0 SMOKING

- Smoking is not permitted in the building or any enclosed workplace (including work vehicles);
- Smoking is only permitted in designated areas outside the building.

16.0 GENERAL TRANSPORTATION AND PARKING

- Contractor's vehicles will be parked as directed by the designated contact person.
- Parking lot speed limit for all vehicles is 15 kilometers per hour, unless otherwise posted.
- No one is permitted to ride on the outside of any moving vehicle or mobile equipment.

17.0 LADDERS AND ELEVATING WORK PLATFORMS

- Ladders must be visually inspected before each use and used in accordance with the Occupational Health and Safety Act and relevant regulations. Ladders must also be CSA approved and rated for their use and application. Damaged ladders must be immediately tagged and removed from service.
- Elevating Work Platforms (EWP's) must be circle checked prior to each day's use by each operator. EWP's must be operated in a safe manner as per the manufacturers operating manual as well as in accordance with the Occupational Health and Safety Act and relevant regulations.

18.0 ASBESTOS (Where Applicable)

- Contractors who are required to perform Asbestos Abatement / Removal must do so in accordance with the Occupational Health and Safety Act and Asbestos Regulations;
- Such Contractors must have current and valid Asbestos Abatement training.

NON-COMPLIANCE

1. The Contractor shall hold harmless the owner and their respective officers, employees and agents for any failure by the Contractor to comply with the requirements of these guidelines or their statutory responsibilities. The Contractor shall be responsible, financially and otherwise for non-compliance;
2. The following penalties may be levied without recourse, at the discretion of ALLTRADE Industrial Contractors Inc., against the Contractor for non-compliance;
 - a) Suspension or termination of the contract where the Contractor refuses and/or fails to fulfill their duties and responsibilities;
 - b) Immediate ejection from the site of any offending person(s).
3. The Contractor shall be responsible for and shall fully indemnify ALLTRADE Industrial Contractors Inc. and their officers, employees and agents for:
 - a) Any and all costs incurred due to charges, fines and convictions resulting from the Contractor's failure to comply with these procedures or their statutory responsibilities which may cause delays to production or work activities;
 - b) Any and all costs incurred to defend any action resulting from the Contractor's failure to comply with these guidelines or their statutory responsibilities;
 - c) Contractor's failure to comply with these guidelines or their statutory responsibilities resulting from their failure to comply with these guidelines or their statutory responsibilities.
4. Where the responsibilities of the Contractor are not carried out in a timely manner, for any reason, others will perform the work and costs shall be back-charged to the initial Contractor.

FORMS CHECKLIST

Return to ALLTRADE Industrial Contractors Inc. → Forms, Checklist & Documents

For your convenience we are providing you with a checklist of the required forms.

The qualification process requires the contractor to provide the following:

- Copy of Workplace Safety and Insurance Board (WSIB) Injury Summary Report.
- View Subcontractor terms and conditions at www.alltradeindustrial.com
- Copy of Workplace Safety and Insurance Board (WSIB) *Clearance Certificate*. Please note: to comply with WSIB please send us your updated Clearance Certificate every 90 days.
- Copy of Certificate of Insurance for General Liability and Damage Insurance.
Please note: Your Insurance certificate requires at least the minimum amount of liability coverage as required, with ALLTRADE Industrial Contractors Inc. recorded on the certificate as additionally insured.
- Copy of Material Safety Data Sheets (SDS's) (required for all controlled products to be used on the premises).
- Signed and completed Contractor Declaration.
- Copy of the Contractor's Health & Safety Policy.
- Copy of the Contractor's Health & Safety Program, if Contractor employs five or more persons.
- Copy of the Ministry of Labour Registration of Constructors and Employers Engaged in Construction (Form 1000 – required for construction projects only).
- Copy of vehicle insurance certificates.

CONTRACTOR DECLARATION

Company Name (Legal and Trade Name):		
Address:		
City:	Province:	Postal Code:
Contact Person:		Title:
Phone:	Fax:	
Email:		

By providing my signature below, I declare that the information provided in the Contractor Qualification Package is truthful, complete and correct.

I understand that any statement or concealment of fact(s) may result in the removal of the contractor from any ALLTRADE Industrial Contractors Inc. facility and /or property.

In addition, I acknowledge and recognize that in accepting the contract our company shall abide by the rules and procedures set out by ALLTRADE Industrial Contractors Inc., its clients and end-users, and in the *Ontario Health and Safety Act, and Regulations*, and any other governing legislative bodies.

I acknowledge that any violation will be cause for suspension or termination of the contract with ALLTRADE Industrial Contractors Inc., immediate ejection or termination of any offender from the site, and/or back charges levied.

Signing Authority (print name): _____

Title: _____

Signing Authority Signature: _____

I have the legal authority to bind the company

Dated: _____
(MM/DD/YY)