



**CONTRACTOR
ENVIRONMENTAL, HEALTH & SAFETY
REQUIREMENTS**

CONTRACTOR ENVIRONMENTAL HEALTH & SAFETY REQUIREMENTS

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1. Head Office Contact

Bayview Wellington Construction Inc. Environmental, Health and Safety Coordinator
Josephine Mastrodicasa
905 669 4133

2. Introduction

This policy has been prepared for the purpose of communicating Environmental, Health & Safety requirements contractors performing work at Bayview Wellington Construction Inc.

Bayview Wellington Construction Inc. requires that the contractors and the contractor's employees follow the procedures outlined in this document at all times during the project. Failure to follow these procedures or any other applicable Environmental or Health and Safety legislation may result in dismissal of individuals involved and a potential cost penalty assessed to the contractor!

Contractors will comply with all current local (municipal), state (provincial) and federal health and safety and environmental standards while on Bayview Wellington Construction Inc.'s property.

3 Health and Safety

Bayview Wellington Construction Inc. believes that accidents are preventable and an accident-free work place is achievable. Bayview Wellington Construction Inc. requirements of good safety performance among the contractors working in our facilities is consistent with our strong commitment to safety.

4. Accident Prevention Program

Job Site Supervision

A competent person shall be appointed by the contractor as a Job Site Supervisor. This individual will oversee the work being performed by the contractor's employees on Bayview Wellington Construction Inc.'s property. For the purpose of this document a competent person is someone who:

- Is qualified because of knowledge, training and experience to organize the work and its performance;
- Is familiar with all applicable environmental, health and safety regulations that apply to the work being performed; and;
- Has knowledge of any potential or actual danger to health or safety in the workplace.

Job Site Inspections

The Job Site Supervisor is required to monitor the worksite on a continuous basis to identify and correct all unsafe acts and conditions. All employees not following safety procedures set out in this document will be sent home and not permitted to perform any work on Bayview Wellington Construction Inc.'s Property.

Accident Investigations

The Job Site Supervisor is responsible for conducting a thorough accident investigation for all incidents that involve injury or property damage. Near miss incidents that involve contractor personnel should also be investigated (a near miss incidents is an event in which employees narrowly escape injury or property damage is averted).

A copy if the investigation is to be forwarded to the Bayview Wellington Construction Inc. Contract Coordinator and the Bayview Wellington Construction Inc. Environmental, Health and Safety Coordinator. The Bayview Wellington Construction Inc. Contract Coordinator is to be informed by the Job Site Supervisor of all injuries as soon as possible after the accident.

5. Medical and First Aid Procedures

Contractors are responsible for providing medical and first aid services for their employees. Contractors must make their own arrangements with local medical community for medical attention. Provisions must be made prior to beginning of a project.

The Contractor, in concert with the Bayview Wellington Construction Inc.'s Contract Coordinator, may arrange to use the plant medical facilities if agreed upon by the facility.

6. Housekeeping

House keeping is an individual responsibility and hazards caused by poor housekeeping will not be tolerated. The following rules are enforced at all times:

- Keep the work area neat and orderly.
- Keep exits and emergency escape routes clear.
- Materials are to be stored safely.

7. Personal Protection

Personal protective equipment is to be provided by the contractor for their employees (i.e. safety harness and lanyard, scissor lift, etc.). Use and care of such equipment is the sole responsibility of the contractor.

Clothing

- Shirts that cover the shoulders must be worn during all construction projects (for example no tank tops).
- Full length trousers are required during all construction projects.
- Welding sleeves are required when welding
- Jewelry of any type should not be worn during any construction projects.

Head Protection

- American National Standards (ANSI) or Canadian Standards association (CSA) approved hard hats may be required on certain jobs.
- Alteration of hard hats will not be allowed.
- No metal hard hats allowed.

Eye/Face Protection

- Eye Protection is required in all areas of the plant at all times (excluding offices, restrooms and cafeteria)
- Only ANSI or CSA approved eye protection with side shields is to be used.
- Dark safety glasses are to be used by helpers on welding jobs if appropriate.
- Burning goggles are to be worn on all cutting and burning jobs.
- Coveralls, goggles and face shield are to be worn when sawing, chipping, drilling overhead, blowing dust particles and handling corrosive materials.
- Face shields and goggles must be worn when grinding, handling, chemicals and molten materials. The face shield must be of the type that attaches to a hard hat if the work is done in a hard hat area.
- Welding hoods are to be worn when welding. Safety glasses must be worn under the hood. The hood must be of the type that attaches to a hard hat if the work is done in a hard hat area.

Hearing Protection

- Hearing protection must be worn in Injection Molding and WJIP Departments. If the tools being used exceed 85dBA, hearing protection must be worn if in a low noise area.

Foot Protection

- Steel toe safety shoes are required at all times while working at Bayview Wellington Construction Inc.

Hand Protection

- Appropriate work gloves must be worn when handling rough, sharp-edged, abrasive material, or where work subjects the hands to lacerations, punctured, burns or bruises. Gloves shall not be work around saws, lathes, drills, presses and similar machinery in which the gloves are likely to become entangled.
- Special gloves are required for work with solvents, chemically treated material and corrosive chemicals. Consult the Material Safety Data Sheet to determine the glove type appropriate for the substance being used.

Fall Protection

Fall Protection is required when working on:

- Sloping roofs (slope greater than four in twelve).
- Flat roofs (slope less than or equal to four in twelve) without handrails and within six feet of the edge or a roof opening.
- Any suspended platform or stage.
- Elevated work areas greater than 3 metres unless employees are protected from fall by standard handrails.
- The use of safety harness is mandatory in a situation where a fall would result in the person being caught by the lanyard.
- Safety harnesses and lanyards must be inspected prior to each use. In instances of excessive wear, chemical deterioration or heat exposure, the device must be replaced.

For Facilities in Ontario, the Occupational health and Safety Act States:

Where a worker is exposed to the hazard of falling and the surface to which he or she might fall is more than three metres below the position where he or she is situated:

The worker shall wear a serviceable safety belt or harness and lifeline adequately secured to a fixed support and so arranged that the worker cannot fall freely for a vertical distance of more than 1.5 meters; and

The fall arresting system shall be described in a) shall:
Have sufficient capacity to absorb twice the energy and twice the load that under the circumstances of its use may be transmitted to it; and

Be equipped with a shock absorber or other device to limit the maximum arresting force to 8.0 kilonewtons to the wearer.

8. Tools

- Repair of power and hand tools must be preformed by contractor personnel.

Hand Tools

- Inspect all hand tools before using. Never use defective tools.
- Keep tools subject to impact (chisels, caulking irons and star Drills) dressed to avoid flying metal from “mushrooming.” Use tool holders.
- Do not force tools beyond their capacity or use “cheaters” to increase their capacity.
- Do not use tools for pry bars.
- Do not leave tools on scaffolds, ladders or overhead working surfaces.
- Do not throw tools from one location to another, from one employee to another or drop them to lower levels.

Portable Power Tools

- Only trained people will operate portable power tools. Contractor has responsibility for ensuring that all operators have received appropriate training.
- Electrical power tools must be double insulated or shall be of an approved system that contains three wires with a ground.
- OSHA requires the use of a ground-fault circuit interrupter or an assured grounding program. Inspection and testing of electrical tools must be done according to 29 CFR 1926.404.
- Guards or shields must be installed on all power tools before use.
- Electrical tools are not to be used in explosive atmospheres unless the tools are approved at those locations.
- Electrical tools are not to be used in explosive atmospheres unless the tools are approved at those locations.
- Pneumatic-powered tools are to be secured to the hose by positive means to prevent the tool from becoming accidentally disconnected. Radiator-type hose clamps are not permitted on hoses.
- Pneumatic hose sections ½ inch in diameter or greater, and greater than 50 psi air pressure, must be wired together at each coupling connection.
- Operators of power-actuated tools must be authorized and must possess valid credentials.
- All defective power tools must be taken out of service immediately.

Extension Cords

- Extension cords must be of three-wire type and in good condition.
- Extension cords and cables must be protected from vehicle traffic and sharp corners.
- Extension cords must be kept out of walkways and other areas where they present trip hazards.
- Electrical connections, cables, etc., must be kept away from water or damp surfaces.
- Inspection and testing of cords shall be performed as required by OSHA – 29 CFR 1926.404 (Assured equipment grounding conductor program). Portable, in-line ground fault circuit interrupters (GFCI) may be used.

9. Equipment

Each contractor employee has the responsibility to inspect equipment before use. Defective equipment must be tagged with a “Defective – Do Not Use” tag and must be taken out of service.

Ladders and Scaffolds

- Metal ladders are not permitted
- All ladders and scaffolds must be inspected prior to use.
- Defective ladder are not permitted.

Straight/Extension Ladders

- Ladders are to be placed with a 4:1 ratio.
- Ladders must be tied off at the top.
- Ladders must have safety feet
- Ladders are to be used as intended.

Step Ladders

- All step ladders must be fully extended and locked in place when in use.
- All step ladders are to be placed on level surface at all times.
- Step ladders are to be used as intended.

Scaffolds

- Scaffolding must be erected on sound ground.
- Scaffolding higher than 10 feet must be equipped with handrails, midrails, toeboards and full decking.

- Planks must extend six inches over the end supports. All boards are to be cleated on each end and be scaffold grade lumber.
- Safety belts and lanyards must be worn on any scaffold greater than six (6) feet high if it is not equipped with standard handrails.
- Where possible scaffolds must be tied off every 30 feet of height.
- Suspended scaffolding, such as swinging stages, boatswain chairs, floats and needle beams, require special approval.

Signs, Signals, and Barricades

- Where a potential hazard exists, contractor personnel will post and maintain signs, warnings, barricades or flagmen to detour passage of vehicles or people.
- Barricades must be 42 inches high and kept back six feet or more from the edge of the excavations, holes, platforms and roofs.
- Project specific signs, signals and barricades will be outlined by the A.R.G. Group Health and Safety Coordinator prior to beginning work.

Rigging

- Inspect hooks, shackles, beam clamps and chokers before each use.
- Safety latches are required on hooks.
- Leave no suspended loads unattended.
- Inspect wire rope slings for frays, kinks and worn spots before use.

Compressed Air

- Hoses and couplings must be checked daily before use. All hose couplings must be provided with a positive locking device.
- Compressed air for cleaning must not exceed 30 psi.
- Hose sections ½ inch in diameter or greater, and greater than 50 psi air pressure, must be wired together at each coupling connection.
- Compressed air is not to be used to clean people.

10. Industrial Powered Equipment and Vehicles

Inspection of Industrial Powered Equipment and Vehicles

- Contractors must certify in writing prior to the start of any work that would include use of industrial powered equipment and vehicles that all operators have been properly trained and that the equipment to be used has been inspected by a competent person and found to be in good working order.

Operation Industrial Powered Equipment and Vehicles

- Only authorized personnel are allowed to operate such equipment on Bayview Wellington Construction Inc.'s projects. Authorized operators must be identified in some way to indicate that they are trained and authorized to use such equipment (for example the operator could wear an orange safety vest).
- Seat belts must be worn at all times while operating forklifts.
- Contractors are prohibited from using Bayview Wellington Construction Inc.'s vehicles, forklift, booms, cranes, etc. without prior written consent from Bayview Wellington Construction Inc. Environmental, Health and Safety Coordinator.

Trucks and Automobiles

- Only trained and authorized operators will be allowed to operate truck and automobiles.
- Obey all traffic signs.
- Seatbelts must be worn.

- Pedestrians have the right-of-way.
- Rides in the back of trucks must sit on the floor unless it is equipped with seats.
- Wheel chocks are required for all truck loading and unloading operations.

Cranes

- Only trained and authorized operators will be allowed to operate cranes.
- Cranes will be operated within the limits specified by the manufacturer.
- Mechanical parts of a crane must be inspected by the operator prior to each shift of use.
- Never exceed the rated capacity of the crane.
- The swing radius of a crane will have a barricade.
- The required clearance must be maintained between the crane and energized power lines.
- No headache ball will be used to lift or lower people.
- Outriggers must be fully extended and on firm ground.

Lift Trucks

- Only trained and authorized operators will be allowed to operate lift trucks.
- Operators must obey Bayview Wellington Construction Inc.'s plant safety rules when operating lift trucks on Bayview Wellington Construction Inc.'s property.
- Operators will not exceed the rated capacity of a lift truck.

11. Fire Protection

Alarm/Notification Systems

- The contractor must be familiar with the facility alarm and evacuation plan. Instructions are listed on the yellow badges that must be worn and visible at all times in the facility.
- In all departments throughout Bayview Wellington Construction Inc.'s products the emergency exits are posted.
- An intermittent alarm signals employees to prepare to evacuate. A continuous alarm signals employees to evacuate the facility in an orderly fashion.
- All contractors are to exit by the closest and safest exit and report to the guard shack as soon as possible as we can ensure all individuals are out of the facility.

Smoking Regulations

- Except for specifically identified areas, smoking is prohibited on Bayview Wellington Construction Inc.'s property.

Flammable/Combustible Liquids

- Flammable liquids must be stored properly. The storage area or building must be identified and proper signs posted.
- Flammable liquids of more than one day's use must be stored in an approved cabinet supplied by the contractor.
- Flammable liquids in use must be stored in a safety can and properly marked as to its contents.
- Drum dispensing stations must be provided with grounding and bonding equipment and the drums fitted with self-closing valves.
- A suitable fire extinguisher must be readily accessible in the area where flammable and combustible liquids are stored or handled or stored.
- Trash, rags and other materials contaminated with flammable or combustible liquids are to be disposed of daily in a properly labeled, separate metal container with a lid.

12. Job Procedures/Requirements

Permits

- All required job-site permits will be issued by the Bayview Wellington Construction Inc.'s Contract Coordinator in concert with the various departments as they are needed. Such permits are, but not limited, to Hot work, Confined space, etc.

Burning and Welding Procedures

- A burning and welding (hot work) permit is required before starting any hot work activities in the plant. Hot work operations must not start until all precautionary measures have been taken.
- The burning and welding permit must be signed by Bayview Wellington Construction Inc.'s Contract Coordinator, the Bayview Wellington Construction Inc.'s plant Engineering Department, the contract supervisor, the contractor employees doing the actual hot work.
- The permit must be posted in the area where the work is being performed.
- The permit is valid for one shift only.
- A trained firewatcher is required. Firewatch is to be maintained within 15 feet of the hot work.
- The Firewatcher must remain at the area for at least 30 minutes after burning is complete.
- Protective blinds must be used around welding in some instances as required by Bayview Wellington Construction Inc.

Confined Spaces

- A permit from Bayview Wellington Construction Inc.'s Contract Coordinator is required prior to entry of any confined space as defined in the OHSA standards. In Ontario facilities, confined spaces are to be only entered accordance with the procedure defined in Reg. 851 of the Occupational Health and Safety Act.
- The facility Lockout/Tagout procedure must always be used with the confined space entry procedures.

Lockout/Tagout Procedures

- Contractors work with plant personnel to assure compliance with this policy.
- All hazardous energy sources must be rendered harmless before any work begins.
- Fully identified locks and tags must be used to secure energy-isolating devices.
- Energy control must be verified before working on equipment or process.

Respiratory Protection

- Respirators furnished by the contractor must be worn by the contractor's employees when working with or exposed to gases, fumes, vapours or dusts above the current OHSA permissible exposure limit (PEL) or when an oxygen-deficient atmosphere exists. Selection, fit and care of respirators must be done in accordance with current OHSA or CSA standards.
- In Ontario facilities, these levels are defined in Reg. 833, Control of Exposure to Chemical or Biological Agents of the Occupational Health & Safety Act (OHSA).

Hazard Communication Program

- The contractor will become familiar with the Bayview Wellington Construction Inc.'s HazCom System (Workplace Hazardous Materials Information System (WHMIS) in Ontario Facilities).
- Routine or post project clean-up will be preformed using non hazardous materials whenever possible.
- Contractor management will furnish Material Safety Data Sheets (MSDS) on any hazardous materials it brings on to the property. Copies will be sent to the Bayview Wellington Construction Inc.'s Environmental, Health and Safety Coordinator prior to beginning work.
- Contractor will assure Bayview Wellington Construction Inc.'s management of compliance with HazCom (WHMIS) standards and if required will furnish documentation of the same.

- Contractor will comply with current Federal and State OHSA (Occupational Health and Safety Act and Regulations in Ontario facilities) legislation while on Bayview Wellington Construction Inc.'s property.

Excavations

- An excavation must be approved by the Bayview Wellington Construction Inc.'s Environmental, Health and Safety Coordinator.
- All excavations must be done in compliance with current OHSA standards (29 CFR 1926.650-1926.652). A copy of the standards will be furnished by Bayview Wellington Construction Inc. upon request of the contractor.

Steel Erection

- The area below steel erection activities must be barricaded to prevent unauthorized entry.
- A hoisted steel member shall not be released until it is anchored by at least two bolts.
- Tag lines must be used to control loads.

Painting

- Respiratory protection must be worn when spray painting if vapor contamination exceeds current regulatory thresholds.
- When working over six feet high on platforms, fall protection must be worn.
- Spray painting equipment must be cleaned in an open, well-ventilated area at least 50 feet from an ignition source.
- Only non-sparking tools will be used within 50 feet of spray painting operation.

13. Environmental

Bayview Wellington Construction Inc. recognizes that environmental management must be an integral part of our operation. We strive to; comply with all relevant environmental legislation, pursue the prevention of pollution, reduce air emissions, reduce the generation of wastes, conserve natural resources and recognize community concerns.

We expect that all contractors working at Bayview Wellington Construction Inc. will work with us to achieve these goals. Contractors that do not follow our rules will not be permitted to work at our facility.

Chemical use

- Prior to the start of the project the contractor will supply list (Material Safety Data Sheet included) of all the chemicals that they are bringing on-site. This list will be reviewed by the Environmental Coordinator and approved prior to commencement of work.

Waste Generation

- The Contractor will document the type and quantity of waste expected to be generated during the project. This information will be given to the Environmental Coordinator for review. Contractors are responsible for the disposal of all their wastes.

Waste Disposal

- Disposal of all wastes will be in accordance with applicable regulations.
- All materials will be stored properly to prevent accidental spillage and labeled correctly at all times.
- Any chemical waste generated by the contractor must be removed from Bayview Wellington Construction Inc.'s property by the contractor at the end of the project or according to EPA or other applicable waste regulations.
- Disposal of any chemical waste on Bayview Wellington Construction Inc.'s property is prohibited.

Waste Storage and Handling

- All containers must be labeled and sealed tight before transporting.
- Under no circumstances shall any waste (hazardous and non-hazardous) be left outside.
- At the conclusion of the project all chemicals/materials will be removed from Bayview Wellington Construction Inc. by the contractor.

Insurance

Proof of Insurance

- Contractor must furnish proof type and amount of insurance (liability, workers' compensation, etc.) as specified by the Bayview Wellington Construction Inc.'s Purchasing Department prior to performing work on site.

15. Certification and Sign off

Bayview Wellington Construction Inc. has final interpretive authority of this document in all cases where dispute or question occurs.

This document is valid for one year for the date of sign off. Certification Renewal for blanket contracts is required annually. Re-certification is required upon changes to local, provincial, and federal regulations that would amend this document. Any variance from the requirements contained herein must be fully described in writing, attached to this document, and approved by the Bayview Wellington Construction Inc.'s Environmental, Health and Safety Coordinator.

Contractor Certification

I have read and understand the Contractor Environmental, Health & Safety Requirements of Bayview Wellington Construction Inc. and agree to follow them at all times during the project. Failure to follow these procedures or any other applicable environmental or health and safety legislation may result in dismissal of individuals involved and a potential cost penalty assessed to the contractor.

Company Name

Date

Company Name

Signature

Phone Number

Fax number

Contract Coordinator

Date

Environmental, Health and Safety Coordinator

Date

Project Name: _____

Start Date: _____

The contractor is responsible for reviewing these guidelines with all of their employees who will be working at Bayview Wellington Construction Inc. Each individual is required to sign stating they fully understand what is required under the contractor Environmental, Environmental, Health & Safety Guidelines.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.