



# Contractor Safety Guidelines



14/08/2023

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# Bingemans Health and Safety Policy

As we increase our ongoing efforts to improve workplace safety, please find below Bingemans' Health and Safety policy. Our efforts shall go beyond what is written here, however this should provide all staff with the framework with which to work in.

The owners and management of Bingemans are vitally interested in the health and safety of its employees. The protection of employees from injury is a major continuing objective. Bingemans will ensure that every effort is made to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing the risk of injury. Bingemans as an employer is ultimately responsible for worker health and safety.

As President, I give you my assurance that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers. Supervisors are responsible for ensuring that machinery and equipment are safe and that workers work in compliance with established safe work precautions and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her health and safety and the safety of others by working in compliance with the laws and with the safe work practices and procedures learned in training sessions as established by the company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization from the President to workers at all levels.

*Mark Bingeman*

President



# Bingemans Workplace Violence Policy

The management of Bingemans Inc. is committed to the prevention of workplace violence and is ultimately responsible for workers' health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

## **Workplace Violence is defined as:**

**The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker or; a statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.**

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all persons employed by, contracted, or subcontracted by and /or visiting the facilities that are owned and operated by Bingemans Inc. In the event of a violent incident or unacceptable behavior perpetrated by an employee, Bingemans Inc. will act to severely discipline the employee, up to and including termination with cause. Everyone is expected to uphold this policy and to work together toward the prevention of workplace violence.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns. Bingemans Inc., as the employer, will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors shall adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker is required to act in good faith and must work in compliance with this policy and the supporting program, free from fear of reprisal. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats they may subject to and /or witness. Our pro-active approach to Workplace Violence enhances the health and safety of all persons of Bingemans Inc.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and proficient manner, respecting the privacy of all concerned as much as possible.

**If you have any questions** on the Workplace Violence Policy, please contact Human Resources at 519-744-1231 ext. 2225.

# Bingemans Workplace Harassment Policy

**The management of Bingemans Inc.** is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. This policy applies to all persons employed by, contracted, or subcontracted by and/or visiting the facilities that are owned and operated by Bingemans Inc. As such, they are expected to uphold this policy, and will be held accountable by the employer. In the event of a harassing incident perpetrated by an employee, Bingemans will act to discipline the employee, up to and including termination with cause.

**Workplace harassment** means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

**Workplace sexual harassment means:**

1. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
2. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

This policy is not intended to limit or constrain the reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace.

**To report** any incidents of workplace harassment workers are encouraged to contact Laura Torchia-HR Manager at 519-744-1231 ext. 2225 or [ltorchia@bingemans.com](mailto:ltorchia@bingemans.com).

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful, and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors, and workers are expected to adhere to this policy and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

**If a worker needs further assistance**, he or she may contact a **Joint Health and Safety Committee member** (updated list of JHSC members is listed on the Health and Safety board) or the Human Rights Legal Support Centre ([www.hrisc.on.ca](http://www.hrisc.on.ca))

**If you have any questions** on the Workplace Harassment Policy, please contact Human Resources at 519-744-1231 ext. 2225.

# General Health and Safety Rules

- Comply with all facility safety signs, directives, and warning notices. Never remove, deface, or obscure safety signs without proper authorization.
- Become familiar with any potential hazards in the work area prior to commencing work. This includes overhead cranes, lift-truck activity, and energy sources. Ask the Bingemans personnel who contracted for your services about the hazards in the area where you will be working. Contractor/service personnel are restricted to the assigned work area and are forbidden to wander about the premises.
- Appropriate eye and face protectors, footwear and other personal protective equipment must be used and worn at all times while on the company premises. Bingemans requires as a minimum that anyone working in the areas that require P.P.E. that they wear C.S.A. and A.N.S.I approved safety glasses with side shields and footwear with toe protection.
- Contractor/service personnel are not permitted to operate Bingemans cranes, elevated work platforms and lift-trucks without first producing proof (permit or certificate) that they have received training and are therefore deemed to be competent at the safe operation of this equipment as required under the current Regulations or Standards.
- Ensure that daily equipment and vehicle inspections are conducted, and that any unsafe workstation or assigned work area, condition, hazard, practice or defective material, equipment, tool, machinery, vehicle, or workmanship is not used and is reported.
- Only trained and authorized personnel are permitted to work on energy sources. When working with energy sources such as chemical, thermal, mechanical, electrical, or gravitational, "lock-out/tag-out procedures" must be followed. As a guideline, refer to the Ontario Health and Safety Act and the new guidelines put in place.
- No contractor will perform welding and burning, confined space entry or hazardous line breaking without receiving permission from Bingemans' personnel.
- In order to better protect personnel, property and the environment, contractor/service personnel must first submit Safety Data Sheets (SDS) to Human Resources personnel for approval prior to using known hazardous materials on Bingemans' property. This includes all roofing materials, septic materials, and any hydrocarbon-based chemicals.

- Disposal of hazardous waste or hazardous by-products on Bingemans' property is not permitted. They must be disposed of in accordance with local bylaws and Provincial laws and regulations.
- All accidental releases of harmful emissions (i.e., spills) into the environment, as well as any other types of environmental incidents must be reported immediately to the safety department personnel and the Ministry of the Environment.
- Never induce or direct another person to violate a safety rule or condone such violations.
- All accidents, damages and injuries must be reported to Bingemans management immediately. Any follow up will be done by Bingemans Human Resource Department.

# Code of Conduct

Contractors and their employees are asked to observe certain Code of Conduct rules to ensure the preservation of orderliness and everyone's safety. These rules are general in nature and are based on simple courtesy. Failure to observe these rules may result in a contractor or a contractor's employee being asked to leave the premises. The basic rules of conduct are:

1. All rules, instructions and common practices relating to health, safety and environmental and fire protection must be observed.
2. Smoking is not permitted inside any of the Bingemans' buildings, outside where flammable/combustible liquid waste, including sewage areas, and compressed gas cylinders are stored, or where gas or diesel fuel dispensing takes place.
3. No one shall be under the influence of a controlled substance and/or in possession of an alcoholic beverage or a controlled substance while on company property. If you must be on medication for any reason while doing a job that required fine work, please let your supervisor know before attempting the tasks on Bingemans' property.
4. Deliberate tampering, sabotage, or damage to company or an employee's property, or processes of production or delivery is not allowed.
5. Theft, or aiding in the commission of theft, removal of packages or articles from the company's property without proper authority is not permitted.
6. No one shall intimate, coerce, or interfere with the rights of another person, Fighting, threatening bodily harm or use of profane, abusive, or threatening language is not permitted on the premises of Bingemans.
7. All contractors/service personnel and their guests shall enter and leave the facility at the proper location and sign in and out at the reception desk.
8. Gambling is not permitted on the Bingemans premises.



9. Possession of firearms or other dangerous weapons or incendiary devices, is not permitted on the Bingemans' premises
10. Possession of cameras and/or any form of recording device is not permitted without proper authorization.
11. Engaging in horseplay, pranks, contests, feats of strength, running or rough or boisterous conduct on company premises is not allowed.
12. No person shall intentionally commit an act which would endanger human life, property, or the environment.
13. Defacing, distributing, posting, or removing written or printed material, in any form, on the bulletin board or other company property without proper authority is not permitted on the Bingemans premises
14. Soliciting, and collecting contributions without Bingemans management approval is not permitted.
15. Immoral or indecent conduct, including sexual harassment, as well as physical intimidation or coercion of any kind is not accepted on the Bingemans premises.

# Housekeeping

- Use caution to protect office surfaces from dust and debris
- If it is necessary to move office furniture, get help.
- Be sure to keep all exits clear
- Do not drape telephone or extension cords across aisles
- Be sure electrical cords and connectors are in good shape. Report any frayed or exposed wires to area personnel or the location's Safety Personnel.
- Keep your work area as clean and orderly as possible.
- Keep all exits clear of obstructions
- Do not place tools or materials where they might fall on another person or cause them to trip
- Clean the work area when the job is finished and at the end of the work day.
- Clean up and report to the location's Safety Personnel any spills or oil, solvents, or other chemicals
- All hazardous chemicals and materials must be held in the proper container and labeled to identify the material and its hazards.



# Personal Protective Equipment

Bingemans requires that personal protective equipment (P.P.E.) be worn at all times when hazards are present either in the environment you are working in or in doing the actual tasks the job. The equipment shall be provided to contract employees by their employer. The contract employer is responsible for ensuring that their employees are properly trained on the equipment and understand its proper use, limits, and care. The following is a general guideline for P.P.E. use:

## **Eye Protection**

1. C.S.A. or A.N.S.I. approved eye protection must be worn whenever the potential exists for exposure to dangerous or hazardous substances or particles. Glasses must be worn at all times while the company premises, except during arrival and departure, in break areas, washrooms and offices.
  - i. Safety glasses
  - ii. Chemical splash goggles
  - iii. Full-face shield
  - iv. Welder's goggles and welder's hood
  - v. Injuries radiant energy protection (i.e., laser goggles)
  - vi. A combination of the above as required
2. When cutting, grinding, drilling, or handling hazardous materials, protective goggles or a full-face shield is to be worn.
3. Goggles or face shields are never to be used to replace safety glasses. They should be always worn over safety glasses.
4. Street glasses constructed of safety glass do not meet recognized criteria to adequately protect you in the industrial setting. Be sure you possess the proper eye protection and wear it.
5. Visitor glasses are intended to be worn only by persons not directly involved in eye hazard work. They may be worn over regular street wear glasses.
6. Contact lenses are not considered protective devices and may not be worn where eye protection is required.



# Personal Protective Equipment

## Hearing Protection

1. Hearing protection is required where noise levels exceed certain limits for doing certain tasks.
2. If you are working in a posted area, you must comply with the requirement.
3. If the job you are performing causes noise which exceeds the allowable limitations, hearing, protection must be worn, and the area must be temporarily posted with signs calling for hearing protection.
4. Acceptable hearing protection may include ear plugs or earmuffs.
5. If noise levels are questionable, contact the location's Safety Personnel for a noise level check.



## Head Protection

1. Head protection is required if you work where there is risk of injury from falling objects or if you work near exposed electrical conductors which could contact the head. For example, you should not be removing pallets from overhead shelving in the maintenance shed without first wearing a hardhat.
2. Areas where overhead work is being performed must be clearly marked with hazard signs, and every effort must be made to barricade the area to keep traffic clear.
3. The three classes of hard hats are:
  - a. Class G hard hats are made from insulating material to provide protection from galling objects and electrical shock by voltages up to 2,200 volts.
  - b. Class E hard hats are made from insulating material to protect the head from falling objects and electrical shock by voltages up to 20,00 volts
  - c. Class C hard hats are designed to protect the head from falling objects but are not designed for use around live electrical wires or where corrosive substances are present.



# Personal Protective Equipment

## Hand Protection

1. Hand protection must be worn when you are exposed to hazards such as those from skin absorption of harmful substances, lacerations, abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.
2. When working with chemicals, gloves should be taped off at the top or folded with a cuff to keep liquids from running inside your glove or onto your skin.
3. Vinyl, rubber, or neoprene gloves are sufficient when working with most chemicals. However, if working with petroleum-based products, a synthetic glove will be needed.
4. Leather or cotton knitted gloves are appropriate for handling most abrasive material. Gloves reinforced with metal staples offer greater protection from sharp objects.
5. Do not wear metal-reinforced gloves when working with electrical equipment.



## Foot Protection

1. C.S.A.. approved foot protection (steel toe minimum) is required when there is the threat of heavy or sharp objects falling on your foot, when there is the threat of heavy objects rolling over your feet, and when you may step on a sharp object that could pierce the sole of your shoe. This includes all areas except the office.
2. Rubber or synthetic boots are required when working around hazardous chemicals or pesticides or when applying roofing materials.
3. When working around exposed electrical wires or connections, metal-free boots are a necessity.
4. Visitors and office staff are permitted to pass through operating areas of facility without steel toed shoes as long as they stay within the designated walk aisles, and do not enter into manufacturing or operational areas.



## Respiratory Equipment

Workers who will be exposed to potentially toxic hazards must wear suitable respiratory equipment to protect against known hazards. Acute or chronic injury can result from overexposure to fumes, vapours, various metal particles, gases, dusts, mists, and smoke.

# Personal Protective Equipment

## Protective Clothing

Contractor employees who are exposed to potentially hazards as a result of working with extreme temperatures, and/or toxic or corrosive chemicals, must wear suitable clothing for protection. These hazards include corrosive chemicals, molten metal, toxic paints, and variable temperatures. Gloves aprons, sleeves, coats, respirators, hard hats, safety shoes, and clothing are among the types of which may be required.



## Dress Attire

1. Contractor employees are expected to wear clothes that are safe and suitable for meeting the requirements of the job. Work attire at Bingemans may not include shorts or open toe shoes, a full-length shirt, full length sleeves and body, must be worn at all times.
2. Where there is a risk on injury from entanglement in moving parts of machinery, combustibles or toxic contaminants, contractor employees shall confine their hair and remove all dangling jewelry and loose clothing to eliminate hazards. Jewelry that is electrically conductive and could potentially cause injuries must be removed or taped.

## Fall Arresting Equipment

Fall arresting equipment, which consist of a lanyard and harness, must be worn by any contract/service personnel who are exposed to the hazard of falling. It must be worn when operating a boom, when operating a lift jack, when working in the forklift cage, and when working at any elevation over 10 feet or three meters and anchored so that the person using it can not freefall more than one and a half meters or four and a half feet. The equipment should be inspected each time it is worn. The lanyard must be replaced if used in the event of a fall.

## Notes

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# Machine Operation



1. Use only machines and equipment that you are authorized and qualified to operate. Forklifts, cranes, elevated work platforms, and all other machines/equipment should be inspected prior to using them and any problems reported to management and the equipment should not be used.
2. Before starting any machine, be sure that all safeguards are securely and properly in place. Never block out or make safety guards or devices inoperable. Any absence of, or defect in, a safety device must be reported to the appropriate Health and Safety personnel.
3. Never leave a machine alone when it is running.
4. If it is necessary to make adjustments, clean or repair a machine, first turn it off and allow it to come to a complete stop. Use lockout/tagout procedures when appropriate.
5. Do not attempt to break or slow down moving machinery with your hand or any foreign device.
6. Wear all personal protective devices required when operating machinery.
7. No contract/service personnel shall operate unsafe equipment, machinery, devices or commit any unsafe work that could injure them or any other workers. In addition, no unsafe working conditions should be created which could result in injury or jeopardize the building, its contents, or the environment. Failure to perform any work tasks in a safe manner will result in your being asked to leave the property.

## **Notes**

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# Hand Tools

1. Hand tools should be kept clean and in good condition
2. Use the proper tool for the job.
3. Hand tools should be carried in a toolbox or in a tool belt. Carrying tools in your pocket is potentially dangerous.
4. Do not use excessive force on any hand tool.
5. Be sure all electrically powered hand tools are properly grounded (three-pronged plug or double insulated) before using them, and make sure that there is nothing wrong with the plug-in wire.
6. Wear all appropriate personal protective equipment at all times when operating or near operating hand tools.
7. Inspect all tools prior to using them to ensure that they are operating correctly.

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# Fire Prevention

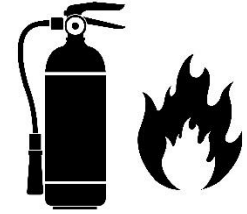
Fire within the facility can range from minor damage to total destruction and loss of life. We must all make a dedicated effort to safeguard the plant and fellow personnel by using good judgment at all times to prevent fires. The following are important procedures to follow:

1. Know emergency phone numbers or where to refer to them.
2. Fire extinguishers, fire hoses, sprinkler stations and sprinkler heads must be kept clear of obstructions and accessible at all times.
3. Familiarize yourself with evacuation routes. In the event of a plant evacuation, you are to leave through the nearest exit and meet in the front of the building. Only training personnel may respond to fire emergencies.
4. Contractor/service personnel are not permitted to park their vehicles without 20 feet of the building (fire lane). The only exception to this is for the purpose of the loading or unloading equipment and supplies.
5. Smoking is not permitted at all inside the buildings or outside the buildings where flammable/combustible liquid waste and compressed gas cylinders are stored or where gas or diesel fuel dispensing takes place.
6. In areas where flammable or combustible liquids are dispensed or stored, no open flames, sparks or other sources of ignition are permitted due to the risk of a fire or explosion.
7. When dispensing flammable liquids, ensure bonding and grounding procedures are followed to prevent static electricity buildup. Notify those working around you that you are moving flammable liquids from one area to another.
8. Flammable materials must be stored in approved U.L. or U.L.C. gasoline and diesel fuel containers with the lids tightly on, before being placed in approved storage lockers or being transported.
9. Be sure all pumps and pouring vessels are properly grounded and bonded to the receiving container when transferring flammable liquids.
10. Rags contaminated with flammable or combustible liquids must be disposed of by placing the rags in approved storage containers, which are to be emptied daily. Do not put bags of flammable rags in the dumpsters.
11. Compressed oxygen and acetylene gases must be kept separate by at least 20 feet. The only exception to this is when the cylinders are in used.

# Fire Prevention

## **Fire Extinguishers**

Portable fire extinguishers are mounted at strategic locations throughout the facility. The types of fire extinguishers are:



<b>Type of Extinguisher</b>	<b>Used For</b>
Type A = Water Type	Ordinary Combustibles
Type B = Dry Chemical	Flammable Liquids
Type C = Carbon Dioxide	Electrical Equipment
TABC Type = Multi-Purpose	Ordinary Combustibles, Flammable Liquids, and Electrical Equipment

## **In Case of Fire**

1. If you discover a fire, summon assistance, and fight the fire with the correct portable fire with the correct portable fire extinguisher. Do Not Endanger Your Life.
2. When the fire alarm or PA sounds, proceed to the nearest safe exit following instructions from evacuation or employees.
3. Never re-enter a building which has been involved in a fire without permissions from a party with authority. Under no circumstances should anyone re-enter an area until it is indicated as being safe.
4. All fires should be reported immediate.
5. If you should discharge a fire extinguisher for any reason, report it to Health and Safety Personnel and fill out the appropriate incident report.
6. The local fire department can be summoned by dialing 9-911 from any telephone capable of calling outside the facility.

### **Notes**

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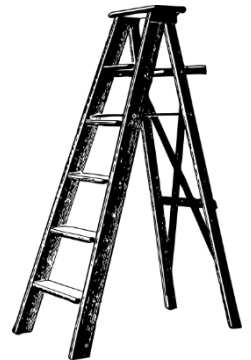
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# Use of Ladders

Ladders can be dangerous if not used correctly. The following guidelines are to be considered when using a ladder on the Bingemans premises.

1. Be sure to use the proper ladder for the work.
2. Never use boxes, crates, racks, chairs, or other makeshift arrangements in place of the proper ladder.
3. Never climb on machinery or stock
4. Before using any ladder, inspect it for missing cleats or slippery rungs or broken spreaders. Do not use any ladder if there is something wrong or missing on it. Report any broken equipment to Facility Manager
5. When using a straight ladder, be sure the distance from the wall of the base of the ladder is about one-fourth the distance from the base of the ladder's support.
6. Be sure a step ladder is fully opened, and the locking device is set before using the ladder
7. Always use both hands when climbing a ladder. Never stand on the top rung or step of a ladder.
8. Never reach from any ladder. Move the ladder as close to your work as possible.
9. Always use ladders with non-slip safety feet
10. Always tie off an extension ladder
11. Always ensure ladders are in good working condition.
12. Always store ladders in the proper place and position
13. Always discard broken ladders
14. Do not use a metal ladder near live energized equipment. Example:  
Overhead cranes.



# Vehicle and Pedestrian Traffic

Normal operations at Bingemans involve transporting materials and equipment throughout the facility. Contractors who operate the vehicles used to transport material must drive with extreme care to avoid accidents and personal injury. Pedestrians must be alert when using aisles used by vehicular traffic. The following rules apply to drivers and pedestrians:

## **Drivers**

1. Shall not operate any vehicle unless properly trained and authorized. Proof of such training must be submitted to Human Resources prior to the use of vehicles on the property.
2. Shall comply with all traffic signs, signals, and regulations
3. Shall not travel faster than 8 km (5m.p.h.) inside buildings or in areas known to be being used by pedestrians.
4. Will only use authorized aisles and avoid parking in narrow aisles.
5. Shall not carry any passengers on any vehicle unless they are seated on a permanent seat and are able to use a passenger seat belt.
6. Must report all accidents involving vehicles to area supervision or the location's safety personnel.
7. Will inspect their equipment and repair all malfunctions of any vehicle such as: brakes, lights, horns, tires, steering, etc. Faulty vehicles which cannot be repaired will be taken out of service until repairs have been made.

## **Pedestrians**

1. Use handrails on stairs in elevated places. Never jump from platforms, loading docks, or other elevations.
2. Never run. Use marked aisles. Watching for moving equipment such as lift trucks.
3. Never take short cuts through other working areas. Use proper aisles.
4. Use caution to avoid tripping, tumbling, or slipping.
5. Obey posted signs.

# Confined Space Entry

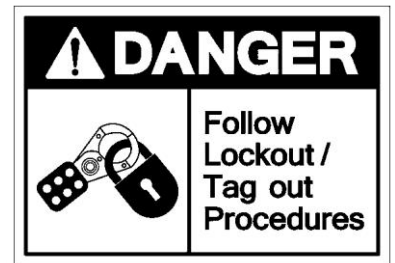
A confined space is defined as a space that is deficient in oxygen, dangerous due to flammable or toxic vapors and gases, and/or has the potential for the entrapment of personnel. The following guidelines must be adhered to when entry into a confined space is contemplated:

1. The situation should be evaluated for alternate methods of performing the work where entry into the space is not necessary.
2. Before entry, the contractor must provide their written procedure for confined space entry to the Health and Safety Department for review. The contractor will be provided with the Bingemans procedure for confined space entry which is in compliance with the confined space legislation.
3. All segments and requirements on the Ontario Occupational Health and Safety Act Regulations and Standards Applicable to confined entry must be met in the plan, including initial inspection of all equipment to ensure its safety, inspection of the working area and environment to ensure safety of all staff and guests. atmospheric and emergency response readiness.
4. Confined space entry is not permitted without following the written procedure.

# Lock-out/Tag-out

Lock-out procedures are intended to completely disable the source of energy to a device which is being worked on. Only trained and authorized personnel are permitted to work on energy sources. The lock-out/tag-out is accomplished through a procedure involving specific steps which must be followed. Lock-out involves the application of a single/multiple padlocks which render the equipment to a state of zero energy. Tag-out means placing a tag on the power source to warn personnel not to turn the power on. Tags do not provide the physical restraint which locks provide, but they are just as important and should only be used when it is physically impossible to use a lock-out device. Lock-out/tag-out procedures must be used in full accordance with all O.H.S.A. regulations in at least the following cases:

- When making repairs
- When performing routine maintenance
- When clearing a jammed or blocked machine
- To keep personnel out a dangerous area
- To prevent the use of equipment by unauthorized personnel.



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# Welding and Burning

Welding and burning is defined as any “hot work” which could cause ignition and subsequent fire involving ordinary combustible materials and/or flammable chemicals. Work commonly included in this classification is arc welding, torch soldering, gas torch cutting and heating.

Prior to beginning hot work, proof of certification of the actual task and of the responsibilities surrounding doing hot work must be obtained. It must be also shown that all fire prevention steps have been taken, including the removal of combustible and ignitable materials from the vicinity, wet tarp covering, pedestrian and vehicle protection, adequate extinguishing equipment fire watch provisions and notifications.

Overhead work involving welding and cutting requires a second person to post a fire watch. This person must have at least 5 lb. ABC fire extinguisher available and must know how to extinguish small fires. In addition, take all necessary precautions for flammable and combustible materials located in the work area.

Welders must not carry lighters on their person when welding, due to the risk of an accidental release of butane fuel that could result in first-, second- or third-degree burns.



# Line Breaking Permit

Line breaking is defined as the parting or separating of a pipe, conduit or line that carries a hazardous material such as acid, caustic or ignitable liquids and solvents or is under high pressure, etc. to the degree that there is a chance of endangerment to human health or the environment if the contents are allowed to escape or rapidly purge.

When a pipe conduit or line is determined or suspected to possess the hazards listed above, proper steps must be taken to ensure the content is:

- Known
- Risks are completely understood by all personnel
- A detailed plan is in place to deal with the situation
- Risk of exposure and spill are adequately controlled
- Steps are taken to be clear the area if necessary and notify personnel.

When a contractor must deal with the breaking of a line described above, the Human Resource Department and the Facilities Manager is to be contacted prior to any work beginning to break the line.

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# Accident/Illness

Contractors must provide proof of Workplace Safety and Insurance Board (WSIB) coverage for their employees prior to work beginning. If a contractor's employee is injured on the job, the employee should notify their employer immediately. The contractor should ensure their employees understand the steps to be taken if an occupational incident occurs. The Bingemans Joint Health and Safety Committee should receive notice of all occupational injuries and illnesses occurring on Bingemans' property which require treatment beyond first aid, to ensure corrective action is taken to prevent recurrence of the event.



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# Emergency Notification

Whenever there is, or there is a potential for, threat to human health, the environment or company property the party noticing the event is expected to report it. If you are making a call to report an emergency situation, the following should be considered:

- Remain calm and speak slowly, loudly, and clearly
- Give your name and if possible, your exact location. If you can't give your exact location, identify significant landmarks around you.
- Give short and exact details of the event
- Give the status of the situation (i.e., fire spreading personal injured, etc.)
- Clearly identify the assistance you need.
- Give the extension or telephone number from which you are calling
- Be sure you understand any instructions you may be given
- *Never* hang up first.
- Report the emergency to the location's Safety Department or authorized company representative.
- Locate outside emergency vehicle or vehicles and direct them to the scene.

**In case of Emergency, Call 9-1-1.**



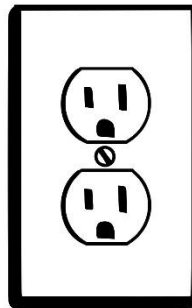
# Tradeshow/Event Décor Notice

When using Pipe and Drape or Other Materials the following will be required (but not limited to):

- Ensure that all material is proven to be fire resistant as deemed by the Ontario Fire Code
  - Use of any drapery materials in any hallway spaces (public or service) is not to limit or impede any sight lines or access to emergency exits, and/or pull stations.
  - Drapery must NOT cover fire extinguishing equipment at any time. Drapery MUST be moved for full view of this equipment at all times.
- 
- Any event organizer wishing to block a fire exit and take it out of commission for their event, will require approval from the City of Kitchener Fire Prevention to do so, (whereby items such as event load, and other such information will be required to be reviewed and discussed).
  - Any event organizer wishing to cover over first exit areas with items such as pipe/drapery material for the purposes of their event set up, and placing temporary exit lighting on this drape to signify the exit areas are permitted to do so as long as there dedicated staff trained for the responsibility of being assigned to one exit area per person and charged with the responsibility of guidance of guest evacuation through that area in the case of a fire alarm or emergency.
  - Any trade show or such event that is expecting an attendance of more than 75% of the hall capacity, are required to provide Bingemans with verification of Fire Marshall approval of your set up and plans. Please note, this verification is required no less than 14 business days in advance of the first event date.
  - Any floor plans of Bingemans' facilities must be an exact representation of our facilities at all times, even if they are being used in different formats, i.e., if you are planning on decommissioning a fire exit, the diagram would need to show this exact area with your plans to decommission it.
  - Any rigging work is required to be provided by Bingemans approved suppliers – costs are to be incurred by your or the client, please verify in advance.
  - Inspections may be required at an additional cost.

# Electrical

- The contractor shall ensure that qualified competent workers, as specified in the *Regulations under the Occupational Health and Safety Act*, perform all work on or near the electrical equipment or installations.
- The contractor shall ensure that all electrical equipment in use during the performance of the work is appropriately designed, located, and inspected so as to prevent a hazard to workers or the public.
- The Contractor shall ensure that all workers performing work on or near electrical equipment and/or installations are provided with and use appropriate personal protective equipment.
- All work performed on electrical installation must comply with any requirements set out by the *Ontario Electrical Code* and the *Electrical Safety Authority Continuous Safety Services Agreement (Facilities Management)*. The contractor must hold a valid ECRA/ESA contractor license and make available if requested the license number to Bingemans.
- Any electrical equipment brought into the facilities may be subject to an ESA inspection
- Ant electrical requirements required beyond the standard 110 outlets in the rooms are required to be reviewed with a Bingemans Account Manager in advance of any work or usage.
- Onsite electrical work must be completed by Bingemans approved electrical providers.



# Insurance Requirements

Bingemans requires that the following insurance coverage in the amounts shown be provided and maintained during the life of the contract. The Company has the right to request more than the minimum amount of coverage specified depending on the work that is being performed.

A certificate of insurance *must* be presented *before* work on site may commence and shall be resubmitted when changes or cancellations occur. If a contractor has hired a subcontractor to work on their behalf, proof of the subcontractor's WSIB coverage must also be submitted. The certificate should be presented to the Facilities Manager/Human Resources Manager.

## **WSIB Insurance Coverage**

- Workplace Safety Insurance Board coverage in accordance with the laws of the province or any other applicable jurisdiction.

## **Commercial General Liability Insurance**

- Bodily Injury Liability minimum \$2,000,000 - \$5,000,000 each occurrence
- Property Damage Liability \$2,000,000 - \$5,000,000 each occurrence
- Employer's Liability Insurance \$2,000,000 - \$5,000,000 each occurrence

## **Automobile Liability**

- Bodily Injury Liability minimum \$2,000,000 - \$5,000,000 each occurrence
- Property Damage Liability \$2,000,000 - \$5,000,000 each occurrence

# Contractor's Safety Agreement

Prior to work commencing, the principal representative for each contracting firm *must* complete the Contractor's Safety Agreement process. This process includes a meeting with the Health and Safety personnel and a briefing on the general safety policies, guidelines, and procedures as well as discussion on dangerous area and chemical exposure on the premises. The contractor's representative must sign an agreement of understanding of the health and safety practices and expectations for personnel and environmental safety at Bingemans.

The contractor's representative must ensure all safety practices and expectations are communicated to every worker and subcontract worker performing work on Bingemans' property. When possible, the contractor will assign one of their employees or other designated knowledgeable persons as the safety representative at the scene where work is performed and for the duration of the contract.

The contractor's representative has the responsibility to ensure that their employees are trained in and familiar with the Ontario Occupational Health and Safety Act and Industrial or Construction Regulations and other regulations that are applicable to their trade(s) as applied to the service to be provided.

The contractor is submitting with this agreement a current WSIB clearance certificate as well as proof of commercial liability insurance.

## **Bingemans Contractor Safety Agreement**

I, \_\_\_\_\_ certify that I have read and understand that contents of the Bingemans Contractor Safety Guideline. If the Tradeshow and Event Décor Notice (page 26) applies I acknowledge that I have signed this page. I have agreed to comply with these safety policies and procedures as they apply to my work at Bingemans, and I understand that any violation of these Safety Policies & Procedures may cause me or my subcontractor to be ordered from the premises. IN the case of any damage, caused by said Contractor or Subcontractor, to Bingemans' equipment, any client, or guest's belongings or to Bingemans premises, the Contractor's Liability Insurance will be used to pay for reparations.

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**Contractor's Company Name**

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**Phone Number**

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**Contractor's Company Representative**

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**Date**