

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS SUB-CONTRACTOR ORIENTATION	Page 1 of 4	HSE: 5.3: 14.1 Revision: 00

SUB-CONTRACTOR SAFETY RULES AND REGULATIONS:

Western Millcraft Inc. is committed to a strong Health, Safety, and Environment program, with a goal of zero incidents and injuries. Western Millcraft Inc. will enforce safety in the workplace and will take appropriate measures to comply with all applicable legislation and industry standards to protect and promote the health and safety of all employees, subcontractors, the public and the environment.

DEFINITIONS:

RULE:

A directive that governs and controls conduct or action, and this is instituted by a company or an organization. These are, “you shall”, or “you shall not” statements. They leave no room for discretion or argument. Rules are enforceable and must be enforced. Any and all violations to the Health, Safety, and Environment rules will be dealt with immediately, and could result in immediate removal from our premises.

REGULATION:

A principle, rule, or law designed to control or govern conduct. Regulations are enforceable and must be enforced. Any and all violations to the Health, Safety, and Environment regulations will be dealt with immediately, and could result in immediate removal from our premises.

RESPONSIBILITY AND ACCOUNTABILITY:

All contractors and sub-contractors shall conduct their work in compliance with the OH&S Act, Codes and Regulations, Provincial, Federal and Municipal Regulations, and Western Millcraft Inc. Health, Safety and Environment Program. Any and all violations to the Health, Safety, and Environment Rules and Regulations will be dealt immediately and could result in the immediate removal from our premises.

GENERAL RULES OF CONDUCT:

In the interest of ensuring a safe and efficient operation to the mutual benefit of Western Millcraft Inc. employees, sub-contractors, the public, and the environment, the following rules of conduct have been established:

YOU SHALL:

1. You shall report to the front desk, sign in/out legibly each day
2. You shall ensure that all sub-contract workers have received Western Millcraft Inc. orientation before working on our site
3. You shall inform all your employees of the Health, Safety, and Environment Policies and Procedures
4. You shall fill out a daily Field Level Hazard Assessment form and provide a copy to Western Millcraft Inc.
5. You shall have a trained and certified Standard First Aid person on site
6. You shall obey all safety rules, regulations, warning and/or instructional signs
7. You shall wear the mandatory and all necessary CSA approved Personal Protective Equipment (PPE) provided to guard against injury in the shop or yard
8. You shall ensure that the mandatory and all necessary CSA approved Personal Protective Equipment (PPE) is maintained and in good working condition
9. You shall report all injuries, no matter how minor, to a designated first aider, or the Health, Safety and Environment Manager at Western Millcraft Inc. and participate in the incident investigation
10. You shall immediately report any incident that has the potential of causing or causes serious injury to a person or damage to equipment and/or property to the Health, Safety, and Environment Manager at Western Millcraft Inc.
11. You shall take immediate action to correct unsafe practices and conditions

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12. You shall follow the posted speed limit signs of 10 kph whilst driving in Western Millcraft Inc. yard
13. You shall park in the designated parking areas only. No personal vehicles are allowed on site.
14. You shall have all equipment, machinery and tools being brought and used in our yard in good working condition
15. You shall be responsible for clean up during and after installation of materials and shall leave area broom clean
16. You shall adhere to Western Millcraft Inc. Drug and Alcohol Policy and Procedure whilst on the work site

YOU SHALL NOT:

1. You shall not be insubordinate or refuse to follow any manager's or supervisor's instructions unless it is unsafe to do so
2. You shall not discriminate or harass any manager, supervisor, workers, co-workers or clients
3. You shall not engage in fighting, gambling, practical jokes, horseplay, or violence against any manager, supervisor, co-worker, or client whilst in the shop or yard of Western Millcraft Inc. or Field work sites
4. You shall not run in the shop or yard unless it is to escape an emergency or respond to an emergency
5. You shall not SMOKE except in designated smoking areas
6. You shall not steal property or anything else from Western Millcraft Inc., co-workers or clients
7. You shall not be in possession of or use firearms, knives or weapons whilst in the shop or yard of Western Millcraft Inc. or Field work sites
8. You shall not be in possession of, under the influence of or use alcohol, illegal drugs, or any drugs that will impair your judgment whilst in the shops or yard of Western Millcraft Inc.
9. You shall not operate any equipment, machinery or tools belonging to Western Millcraft Inc. without authorization
10. You shall not abuse, damage or destroy any equipment, tools, or materials owned by Western Millcraft Inc. or our clients

DESIGNATED SAFETY REPRESENTATIVE:

The Contractor or Subcontractor shall designate a competent, trained, and experienced person, qualified to implement and enforce the site safety program. The name and qualifications of that person shall be submitted in writing to Western Millcraft Inc. Health, Safety, and Environment Manager. The Subcontractor shall maintain this position and the designated person until the end of the project.

The competent person must be familiar with the OH&S Act, Codes and Regulations, Provincial, Federal and Municipal Regulations, and Western Millcraft Inc. Health, Safety and Environment Program. The competent person must be on site whenever the contractor or subcontractor has employees working on Western Millcraft Inc. site.

When violations of the OH&S Act, Codes and Regulations, Provincial, Federal and Municipal Regulations, and Western Millcraft Inc. Health, Safety and Environment Program are observed, the designated Safety representative shall be informed orally, and in writing with a Notice of Non-Compliance prepared by Western Millcraft Inc. Health, Safety, and Environment Manager.

If the violation is of a nature that Western Millcraft Inc. Health, Safety, and Environment Manager deems it necessary, work being performed by the violating contractor or sub-contractor may be stopped until the contractor or sub-contractor corrects any and all violations. Any costs incurred by the stoppage of work due to Health, Safety, and Environment violations will be the sole responsibility of the violating contractor or sub-contractor.

The contractor or sub-contractor shall be given a reasonable amount of time to correct the conditions contained in the Notice of Non-Compliance. The time period allowed shall reflect the severity of the violation(s) and the urgency to correct these violations. If the contractor or sub-contractor fails to correct the condition within the "Reasonable amount of time" specified, a meeting will be

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scheduled with the contractor or sub-contractor outlining the contractor or sub-contractors intended corrective actions and when they will be completed.

If the contractor or sub-contractor fails to correct the unsafe conditions, Western Millcraft Inc. may take a number of actions including but not limited to:

- A letter of non-compliance stating that the contractor or sub-contractor is in violation of requirements sent to the contractor or sub-contractor office with a copy to their insurance company
- Removal of the unsafe condition by using other work forces, the cost of which will be reimbursed through back charges
- Removal of the contractor or sub-contractor personnel
- Western Millcraft Inc. may exercise its option to terminate all or part of the contract with the requirements of the contract

PERSONAL PROTECTIVE EQUIPMENT (PPE):

The contractor or sub-contractor is responsible for supplying Personal Protective Equipment (PPE) to its employees and to ascertain that their employees wear the Personal Protective Equipment (PPE) that is required by Federal, Provincial, Municipal, OHS Act, Codes and Regulations, as well as Western Millcraft Inc. Health, Safety, and Environment rules, and regulations.

All contractors or sub-contractors working in proximity to voltages above 50 kv are required to wear non- synthetic clothing, which is clothing that does not have any screening and is of a natural fiber.

CONTROL OF HAZARDOUS ENERGY:

Whenever a contractor or sub-contractor's work involves energized circuits or systems, the contractor or sub-contractor shall have a formal lockout or tag out procedure to control the inadvertent exposure to those energy sources. Contractor or sub-contractor employees shall be qualified to a level commensurate with the level of work to be performed.

HAZARD COMMUNICATIONS PROGRAM:

Contractors and sub-contractors shall before work is started, submit to Western Millcraft Inc. Health, Safety and Environment Manager or the Project Manager a copy of their complete Field Level Hazard Assessment Form.

This will include:

- Field Level Hazard Assessment form completed
- MSDS (only those applicable to the site)
- A complete inventory of Hazardous Materials on site

Contractors and sub-contractors shall notify all their employees of the Field Level Hazards, the Hazardous Material on site, and that copies of all MSDS are available during normal working hours. They will notify Western Millcraft Inc. Health, Safety and Environment Manager or the Project Manager when Hazardous Materials will be used (potentially toxic substances, two part epoxy coatings, dry-fall paints, floor sealants, etc.), and what methods will be used to protect not only their employees but those of Western Millcraft Inc.

Western Millcraft Inc. reserves the right to review contractor and subcontractors' written safety programs upon request.

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*** Please initial the topics that were discussed and understood**

#	Topic Discussed	Initial	n/a
1.	Front Office/Site Office or Employee Toolbox talk sign in		
2.	Special Requirements (ex. Office Trailer Space) / Minimum office trailer requirements, wash car/facilities		
3.	Contractor Responsibility under OH&S and other regulatory bodies		
4.	Personal Protective Equipment facility/site and job requirements, fall protection gear		
5.	Parking		
6.	WHMIS – Controlled Products and MSDS sheets		
8.	HSE Manual and Policies within		
9.	Safety Rules – Policy (Fighting, Alcohol, & Drugs – Harassment)		
10.	First Aid Stations and Requirements		
11.	Incident Investigation reports and participation		
12.	Aware of the Drug and Alcohol Policy and Procedures		
13.	Emergency Procedures/Assembly Point/Emergency Numbers (site plan)		
14.	Medical Conditions we need to be aware of		

This will certify that I have been given Western Millcraft Inc. Safety Contractor orientation.

Print Name: _____ Title: _____

Signature: _____ Date: _____

Safety Manager Signature: _____ Date: _____

By signing the sub-contractors log you are agreeing to abide by the above company rules

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation

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