



Ingenuity at Work




# PAULSAN CONSTRUCTION

## SUBCONTRACTOR ORIENTATION POLICY & SIGN OFF 2024

**Think Safety, Work Smart!**

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|  | <b>Health &amp; Safety Forms</b>             |                   |
|   | Section:<br><b>CONTRACTOR ORIENTATION</b>    |                   |
|   | Form # <b>HSF-003</b>                        | <b>Pg. 1 of 7</b> |
| Revision Date: January 16 <sup>th</sup> , 2023                                    | Issue Date: June 13 <sup>th</sup> , 2022     |                   |
| Approved by: Paul McCaig  | Review Date: January 10 <sup>th</sup> , 2024 |                   |

Before entering a Paulsan Construction Inc. worksite you must participate in the Safety Orientation and sign off on all applicable documents. You must abide by the Occupational Health & Safety Act and its Regulations and Paulsan Construction Inc. policies and procedures at all times while on a Paulsan Construction Inc. worksite or property. If you have any questions please address them to the Project Manager, Project Coordinator, Site Superintendent/Supervisor or designate.

In this document the use of the word “contractor” refers to both contractors and subcontractors.

**CONTRACTORS are responsible to ensure the Health and Safety of their workers. You are responsible to provide competent and qualified workers for the type of work that is being performed.**

- X Every contractor that has 5 or more workers working at the same time must appoint a supervisor, who shall supervise at all times either personally or by appointing a competent person to do so.
- X The Project Manager, Site Superintendent/Supervisor or designate must be advised of the name of the supervisor or competent person.

**FACILITIES**

- In the event of an emergency situation and/or evacuation requirement, it is essential that all personnel on site are accounted for. At no time should any Contractor/Sub-Contractor neglect to sign-in upon arrival and sign-out upon leaving.
- Alcohol, weapons, drugs, are not permitted on any site or Paulsan Construction Inc. property.
- Cameras or Video Cameras are only allowed to be used with written permission from the Project Coordinator, Project Manager or Site Superintendent/Supervisor.
- Smoking is prohibited in any building or structure on Paulsan Construction Inc. property. Smoking is acceptable only in the designed smoking areas on projects or worksites.
- Personal use of cell phones will be limited to breaktimes or emergencies only, cell phone usage for work purposes is acceptable when appropriate but should be done so safely. Should work use or personal emergency arise the individual will move to safe location away from moving vehicles and work areas. At no point may someone use a cell phone if they are designated for fire watch, confined spaces attendant or similar duty. Vehicle spotters & traffic signalers may use phones if required to communicate with drivers, other spotters/signalers if no other option is available.

**FIT FOR DUTY**

- No worker shall report to work under the influence of alcohol or illegal drugs.
- No consumption of alcohol or illegal drugs on any project, workplace.
- You must report the presence of any such activity to the Project Manager or Site Superintendent/Supervisor or designate immediately.

## **JOB SITE MOBILITY & WORKING ALONE**

- Contractors are **not** permitted to wander around the workplace. They must stay in their designated work site area and shall refrain from interfering in any way with any Paulsan Construction Inc. employees or other contractors operations.
- Contractors making use washroom facilities must take the most direct route which does not enter another contractors work area or the worker area of any Paulsan Construction Inc. workers. Always stay alert to mobile equipment traffic.
- Contractors that may be working alone or in isolated areas of the workplace, will be required to establish a contact schedule with their contact person. The method of communication or contact will be determined prior to the start of the work.

## **CONDUCT & BEHAVIOUR**

- Workplace violence and harassment is a serious issue and will not be tolerated at our workplace.
- Any bullying, threatening, or abusive behaviors must be immediately reported to your Supervisor or Paulsan Construction Inc. contact person.
- Horseplay is not tolerated at Paulsan Construction Inc. workplaces/projects. No practical jokes or throwing of objects at any time will be allowed.
- No running, running for any reason at any time is unsafe.

## **TRAINING & SAFE WORK PRACTICES**

- Contractors must provide qualified and competent workers for the work to be performed.
- Contractors must ensure their employees are trained:
  - In the safe work practices necessary for their specific job or task.
  - Regarding the Occupational Health & Safety Act, and all applicable Regulations.
  - In all of Paulsan Construction Inc. Safety Rules, Policies and requirements.
- The contractor is required to provide proof of training for their employees. All training must be current and valid prior to work commencing on site. No training records older than 3 years will be accepted.
- Contractors must ensure they and their employees follow the above requirements.
- No persons under the age of 18 shall perform work at our workplace.
- Contractors must conduct tool box/safety talks appropriate to their work once a week. Records of these talks need to be submitted weekly to the Site Superintendent/Supervisor or designate.

## **SAFETY EQUIPMENT**

- Contractors are required to use or wear all required Personnel Protective Equipment necessary to safely perform their duties and in compliance with the Occupational Health and Safety Act and the Regulations, or by Paulsan Construction Inc. Safety Policies.
- Contractors shall supply all of their own safety equipment and are responsible to ensure that their employees are trained in such equipment. This equipment must meet all safety standards and be maintained in good condition.
- As a minimum, while at/on a workplace/project contractors must wear CSA approved safety footwear (Green Tag) and CSA approved Hardhats which comply with Ontario Regulations.
- Work at or in excess of 3 metres or 10 feet requires appropriate fall protection. Fall protection, including fall arrest systems and or guardrails must be used as required by the Construction regulations or any other applicable legislation.

## **HAZARD REPORTING**

- Any unsafe work conditions, hazards or actions observed must be reported immediately to your supervisor, the Project Manager, Site Superintendent/Supervisor or designate.
- A hazard report form will be completed and submitted to your Paulsan Construction Inc. contact.

## **EMERGENCY EQUIPMENT**

- Before commencing work, all contractors should be familiar with the location of fire extinguishers, eye wash stations and first aid stations and procedures.
- Mounted fire extinguishers are to be used only in an emergency situation; they are not to be used for a fire watch. Minimum extinguisher size allowed onsite is 4A-40B-C
- Contractors shall supply fire extinguishers as required for any hot work.
- Every worker who may be required to use fire extinguishing equipment will be trained in its use.

## **EMERGENCY PROCEDURES**

- You must be aware of what, if any Emergency Alarm is present at each location. (ie. Air horn)
- When this alarm is heard evacuate to safety IMMEDIATELY by the nearest exit which can safely be reached. Do so in a safe and calm manner.
- Proceed directly to the designated site “assembly point” and await further instructions from your contact person.
- You must not go to your vehicle or leave the property during an evacuation.
- You must ensure you are aware of the designated assembly area on all projects prior to beginning any work.
- You MUST REPORT to the ASSEMBLY AREA and wait for further instructions.
- If an employee is injured due to the emergency you should not move them unless absolutely necessary, this could cause more serious injury. Call for assistance.
- In the event of a serious accident or incident do NOT disrupt the area unless completely necessary. Call for assistance and contact your Paulsan Construction Inc. designate.

## **FIRST AID - ACCIDENT/INCIDENT PROCEDURES**

- If first aid treatment is required see the first-aid attendant on your work crew, or your Paulsan Construction Inc. contact designate who will summons a first-aid attendant.
- All first-aid administered must be documented on the first aid log by the first aid attendant.
- Accidents, incidents, near miss reports or injuries must be reported immediately to your Paulsan Construction Inc. contact, who will then report to the Project Manager/Coordinator.
- A complete Investigation/Accident Report must be delivered to the Project Manager, Project Coordinator, Site Superintendent/Supervisor or designate by the Contractor Supervisor.
- Paulsan Construction Inc. do not offer transitional or modified duties to any injured Contractor.
- The accident site must not be disturbed in the event of a critical injury or fatality until permission by a Ministry of Labour inspector is given. All contractors are responsible to ensure the accident scene is secured.
- All reporting requirements to the Ministry of Labour will be made by Paulsan Construction Inc.
- The contractor will be held fully responsible for any unlawful removal, loss, or damage incurred to property or equipment, by themselves or any of their employees.

## **SIGNAGE**

- If the contractor’s work may disrupt or affect any person, worker or other contractors work process, the contractor must advise their Paulsan Construction Inc. contact prior to beginning any work.

- It is the contractor's responsibility to post all appropriate warning signs, bump-lines or barriers as may be required for the work area.
- All workers must comply with any posted signs and warnings.

### **HOUSEKEEPING AND NON-HAZARDOUS WASTE DISPOSAL**

- It is the responsibility of the Contractor to maintain good housekeeping and material storage standards in the work area at all times. No materials or equipment shall be placed or stored to obstruct or prevent access to exits, fire extinguishers, eye wash stations, electrical panels, or any other emergency equipment.
- Rags, cartons, containers, empty cans, etc., shall be placed in their designated waste containers.
- At the conclusion of the job, the area must be left clean and tidy.

### **CHEMICAL MANAGEMENT**

- Contractors must ensure that all chemicals are stored in a manner that they are protected from damage, deterioration and the environment.
- Proper labeling on all chemical containers is required with reference to the SDS if the chemical is a WHMIS controlled product.
- All hazardous wastes must be segregated and maintained per Ontario Regulation 347 General Waste Management and the Transportation of Dangerous Goods Act and Regulations.
- Contractors are responsible for the safekeeping of any flammable and/or combustible materials they use. All flammable and/or combustible liquids must be stored in proper containers and must be appropriately labeled in accordance with WHMIS requirements.
- Flammable and/or combustible liquids may only be dispensed in areas with no source of ignition and good ventilation.
- With containers that must be bonded and grounded when dispensing a notification of dispensing activities must be provided to the Site Superintendent/Supervisor.
- Hazardous chemicals must be
  - a) Sealed when not in use.
  - b) Be stationed above a catch basin large enough to contain the amount of chemical stored should it's primary container fail.
  - c) And be protected from damage and deterioration.
 No Contractor is allowed to store hazardous chemicals on site without written approval from Paulsan Construction Inc.
- Contractors must ensure that any hazardous wastes generated from Contractor activities are managed per Ontario Regulation 347 General Waste Management for the proper disposal of said wastes.
- All spill incidents must be documented and reported to the Project Manager, Site Superintendent or Site Supervisor when they occur.

### **WHMIS**

- The Contractor is responsible for providing safety data sheets for any WHMIS controlled products they bring into our facility.
- Chemicals must be approved by the Project Coordinator, Site Superintendent or Site Supervisor before they are allowed onto the property.
- The Contractor is responsible for ensuring that the entire Contractor's workers, or sub-contractors, have WHMIS training as required.

- Proper WHMIS Procedures must be followed when working with any WHMIS controlled chemical.

## **LOCK OUT**

- No contractor shall undertake any work on equipment unless the equipment is fully secured against accidental startup, movement or release of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or any other energy source that could cause injury.
- All power sources must be brought to a zero energy state and locked out and tagged. Prior to any work done on any equipment, full lock out procedures must be followed.
- Every worker involved in the work must apply their personal lock to each disconnect.
- Some stored energy sources may also require blocking.
- Contractors must notify the Site Superintendent or Site Supervisor of equipment requiring isolation.
- Guards are not to be removed unless equipment is locked out, and guards must be replaced when the equipment is released to production.
- No contractor shall attempt to operate equipment that has been locked out, or tamper with safety tags or locks.

## **ELECTRICAL HAZARDS**

- Only qualified electricians shall perform electrical work, which includes but is not limited to connecting, maintaining or modifying electrical equipment.
- Requirements for lock out, tagout, live line work and grounding shall be followed.
- Contractors must maintain the minimum clearance of 3 metres from live electrical installations.

## **USE OF EQUIPMENT, MACHINERY & TOOLS**

- Contractors shall not use or operate any Paulsan Construction Inc. tools, machinery, equipment or vehicles unless written authorization has been given by Paulsan Construction Inc. management and they are trained in its operation and safety features by a competent person.
- The contractor's tools, machinery, equipment or vehicles must be in good condition.
- All equipment, machinery, vehicles, power and hand tools must be inspected before use. Forklifts and Power Elevating Work Platforms require written inspection forms to be completed daily before use of the equipment. Completed forms must be submitted to the Site Superintendent or Site Supervisor prior to commencing any work with the equipment.
- If power tools are used outdoors or in wet locations, ground fault circuit interrupters (GFCI) must be used.
- All equipment, tools and machinery must be used in accordance with any manuals issued from the manufacturer.

## **HOT WORK**

- Contractors shall supply fire extinguishers and they must be kept within easy reach of all cutting, welding or other open flame jobs and on all other jobs where there is a possibility of ignition.
- All hot work must be approved by Site Superintendent or Site Supervisor.
- A hot work permit must be completed for all hot work activities. The hot work permit must be posted at the work site.
- Hot work permits are available from the Site Superintendent or Site Supervisors. The permit must be returned when the job and permit are complete.
- Prior to beginning, the work area must be surveyed. Any combustible materials in the area must be removed. Screens must be erected as required and the area taped off.
- A fire watch must be maintained during the work and for at least 30 minutes afterward.

- Appropriate flame resistant clothing must be worn when performing hot work.

## **FALL PROTECTION**

- Work at, or in excess of 3 metres, or other fall hazards as defined in the Construction Regulations, requires appropriate fall protection. Fall protection, including CSA approved fall arrest systems and/or guardrails must be used as required by the Construction Regulations or any other applicable legislation.
- Written rescue procedures specific to the worksite must be created and posted at the work area when using a fall restricting or arrest system.

## **SCAFFOLDS/POWER ELEVATING WORK PLATFORMS**

- Scaffolds shall be erected, maintained, dismantled and used in accordance with the Occupational Health and Safety Act and the Construction Regulations, including being verified and certified by a professional engineer and certification must be available on site.
- All elevating work platforms, including elevating rolling work platforms, self-propelled elevating work platforms, boom-type elevating work platforms and vehicle-mounted aerial devices shall comply with and be used in accordance with the requirements of the Construction Regulations.
- Only trained and authorized personnel are permitted to operate a power elevating work platform. Proof of training must be submitted to the Site Superintendent/Supervisor prior to use
- A pre-start inspection (completed checklist) must be performed by the operator of the power elevating platform at the start of the day or shift (Prior to use of the equipment).
- The area surrounding the platform or lift must be taped off in order to allow sufficient separation between employees and any potential hazards. Doors, elevators or work areas must be taped off if they are in the range of the work area, platform or lift.
- All persons on the Aerial Work Platform must wear a CSA approved full body harness connected to an approved anchor on the platform. All persons on the platform must be protected from ejection while platforms are in motion. Do not tie off to the platform guardrails.
- Harness inspection checklists must be completed for each harness before they may be used on a Paulsan Construction Inc. project, workplace or property.
- Harnesses must pass visual inspection before every use.

## **LADDERS**

- Ladders must comply with and meet the requirements of the Occupational Health and Safety Act and the Construction Regulations.
- Ladders must be inspected before use. Ladders must be designed, constructed and maintained in a condition not to endanger the safety of any worker and shall be capable of withstanding all loads that may be applied to it. Unsafe ladders must be removed from the site.
- Stepladders must be fully open when in use. No one is allowed to work from the top step of a stepladder. Do not straddle stepladders.
- Tools and equipment should not be carried up and down a ladder. Three point contact must be maintained when using a ladder.

## **COMPRESSED GAS CYLINDERS**

- All compressed gas cylinders must be secured in the upright position to prevent them from falling. These cylinders must be secured whether they are full or empty.
- When not in use, cylinder valve caps must be put in place and be secured in tamper proof areas.
- Cylinders must be moved using only an approved cart and securely fastened.

## **CONFINED SPACE ENTRY**

- All confined space entry must comply with the industrial or construction regulations as applicable.
- Prior to commencing a confined space entry, the contractor must complete a confined space entry permit, identifying all potential hazards and ensuring the appropriate control measures have been implemented. The permit must be posted at the work site.
- When entering a confined space, an attendant must always be stationed outside of the space and on-site rescue operations must be in place and ready for immediate implementation.
- A copy of the confined space entry permit will be provided to the Site Superintendent or Site Supervisor prior to commencing work.

If at any time the Contractor or the Contractor's worker are unsure of the course of action to follow, work should stop and the Site Superintendent or Site Supervisor should be immediately contacted for assistance.

**HEALTH AND SAFETY IS OF THE UTMOST IMPORTANCE TO OUR ORGANIZATION. ANYONE NOT FOLLOWING SAFE WORK PROCEDURES, WILL BE REMOVED FROM THE PREMISES.**

The contractor shall assume full responsibility and liability for the actions of their employees, sub-contractors, etc. and ensure that they are aware of and comply with the conditions of this agreement.

Nothing contained or omitted in this document shall relieve a contractor of their responsibility for the safety of their employees or other persons under their charge.

Thank You,

Paulsan Construction Inc.



Workers and subcontractors shall observe all safety rules and regulations and conduct themselves in a manner that does not endanger the well-being of themselves or others, or cause property damage.

Workers and subcontractors shall report all accidents and injuries immediately and are encouraged to submit recommendations for improved safety measures. Subcontractors shall provide their own appropriate safety equipment where required by the Ministry of Labour regulations, WSIB and Paulsan Construction Inc. policy and shall provide for their own WSIB coverage.

**Name of Company:** \_\_\_\_\_

**Type of Company:** \_\_\_\_\_

I/we received, read and understood the Contractor's Orientation Form HSF-003 and I will ensure compliance with the safety rules and policies of Paulsan Construction Inc. I understand that I am fully responsible for my actions and for doing my part in ensuring that all of our employees, sub-contractors and visitors comply with all necessary rules and policies outlined therein and with all applicable Occupational Health and Safety Act and Regulation requirements while on any Paulsan Construction Inc's property, project, and/or worksite.

\_\_\_\_\_  
I/we have the authority to bind the Corporation (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\*\*The safety information in this policy does not take precedence over the Occupational Health and Safety legislation. All employees should be familiar with *Occupational Health and Safety Act and the Regulations for Construction Projects* (current edition).

**\*\*\*Submit this Form to the Paulsan Project Coordinator \*\*\***