



Concordia Club

Contractor Safety

Guidelines

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Concordia Club

Health and Safety Policy

Management of the Concordia Club is vitally interested in the health and safety of its employees.

Protection of employees from injury or occupational disease is a major continuing objective. The Concordia Club will make every effort to provide a safe and healthy work environment. All managers, supervisors and workers must be dedicated to the continuing objective of reducing risk of injury and following the legislative requirements for a safe work environment.

The Concordia Club, as employer, is ultimately responsible for worker health and safety and promises that every reasonable precaution will be taken for the protection of workers. The Concordia Club will also make every reasonable effort to provide suitable return to work opportunities for every employee who is unable to perform his or her regular duties following a work related injury/illness.

Managers and supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors and managers are responsible to ensure that equipment is safe and that workers, work in compliance with established safe work practices 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 own health and safety, by working in compliance with the law and with the safe work practices and procedures established by the company. All employees including contractors and sub-contractors must comply with the safe work procedures and practices and are required to report any incidents / injuries / and property damage immediately.

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 the workers.

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 trucks activity and energy sources. Ask the Concordia Club Representative who contracted you 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. Concordia Club requires as a minimum that anyone working in areas that require P.P.E. that they wear C.S.A. or A.N.S.I. approved safety glasses with side shields and footwear with toe protection.
- ✘ Contractor/service personnel are not permitted to operate Concordia Club 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**. Copies of all certification must be left with the main office before use of any equipment.
- ✘ 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 reported to supervisors and the main office.
- ✘ 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 Ministry of Labour Engineering Data Sheet currently in use by company maintenance personnel.
- ✘ No contractor will perform welding and burning, confined space entry or hazardous line breaking without receiving permission from the Health and Safety department or other knowledgeable & trained Concordia Club personnel.
- ✘ In order to better protect personnel, property and the environment, contractor/service personnel must first submit Material Safety Data Sheets (MSDS) to the safety department personnel for approval prior to using known hazardous materials on Concordia Club property.

GENERAL HEALTH AND SAFETY RULES CONTINUED...

- ✘ Disposal of hazardous waste or hazardous by-products on the Concordia Club property is not permitted.
- ✘ All accidental releases of harmful emissions (ie. spills) into the environment, as well as any other types of environmental incidents must be reported immediately to the safety department personnel and supervisor of work site.
- ✘ Never induce or direct another person to violate a safety rule or condone such violations.
- ✘ All accidents, damages and injuries must be reported to Concordia Club management immediately.

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, environmental and fire protection **must** be observed.
2. Smoking is not permitted inside any of the Concordia Club buildings (including the tent once sides are inclosed), outside where flammable/combustible liquid waste and compressed gas cylinders are stored, or where gas or diesel fuel dispensing take 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.
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 intimidate, 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 the Concordia Club as per the Violence and Sexual harassment policy.
7. All contractor/service personnel and their guests shall enter and leave the facility at the proper location and sign in and out at the receptionist's station.
8. Gambling is not permitted on the Concordia Club premises.
9. Possession of firearms or other dangerous weapons is not permitted on the Concordia Club premises.
10. Possession of cameras and/or any form of recording devices 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.

CODE OF CONDUCT CONTINUED...

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 Concordia Club premises.
14. Soliciting, and collecting contributions without Concordia Club 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 Concordia Club premises.

HOUSEKEEPING

When working in an office area:

- ✘ Use caution to protect office surfaces from dust and debris.
- ✘ If 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 file drawers closed when not in use.
- ✘ DO NOT use office furniture as a ladder.
- ✘ Notify the area supervisor of any unsafe conditions that could cause other to trip, slip, stumble or fall.

When working in a construction environment:

- ✘ 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 of oil, solvents or other chemicals.
- ✘ All hazardous chemical and materials must be held in the proper container and labelled to identify the materials and its hazards.

PERSONAL PROTECTIVE EQUIPMENT

The Concordia Club requires that personal protective equipment (P.P.E.) Be worn at all times when hazards are present. 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 on company premises, except during arrival and departure, in break areas, washrooms and offices. The types of eye protection considered are:
 - Safety Glasses.
 - Chemical splash goggles
 - Full-face shield
 - Welder's goggles and welder's hood
 - Injurious radiant energy protection (ie. laser goggles)
 - 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... always wear 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 where eye protection is required.
5. 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
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 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 and ear muffs.
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.
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:
 - ⇒ **Class A** hard hats are made from insulating materials to provide protection from falling objects and electrical shock by voltages up to 2,200 volts.
 - ⇒ **Class B** hard hats are made from insulating material to protect the head from falling objects and electrical shock by voltages up to 20,000 volts.
 - ⇒ **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, severe lacerations, severe 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 materials. 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. or A.N.S.I. approved foot protection (steel toe minimum) is required when there is the threat of heavy or sharp object falling on your foot, when there is the threat of heavy objects falling over your feet, and when you may step on a sharp object that could pierce the sole of your shoe. This includes all areas.
2. Rubber or synthetic boots are required when working around hazardous chemicals.
3. When working around exposed electrical wires or connections, metal free boots are necessary.
4. Visitors and office staff are permitted to pass through operating areas of the facility without steel toed shoes as long as they stay within the designated walk aisles, and do not enter into construction 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 over exposure to fumes, vapours, various metal particles, gases, dusts, mists and smoke.

PERSONAL PROTECTIVE EQUIPMENT

Protective Clothing

Contractor employees who are exposed to potential 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 in a construction setting may not include shorts or open toe shoes, and a full length shirt must be worn at all times.
2. Where there is a risk of injury from entanglement in moving parts of machinery, combustibles or toxic contaminants, contractor employees shall confine their hair, and remove all dangling jewellery and loose clothing to eliminate hazards. Pony tails are unacceptable, but hair tucked under a baseball cap or inside a hair net is acceptable. Jewellery that is eclectically conductive and could potentially cause injuries must be removed or taped.

Fall Arresting Equipment

Fall arresting equipment, which consists 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. The equipment should be inspected each time it is worn. The lanyard must be replaced if used in the event of a fall.

MACHINE OPERATION

1. Use only machines and equipment that you are authorized and qualified to operate. Lift trucks, cranes, elevated work platforms, and all other machines/equipment should be inspected prior to using them.
2. Before starting any machine, be sure that all safeguards are secure 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 operating.
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/tag out procedures when appropriate.
5. Do not attempt to brake or slow down moving machinery with your hand or any foreign device.
6. Wear all personal protective devices required when operating machinery.
7. No contracts/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.

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 tool box 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 plus or double insulated) before using them.
6. Wear the 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.

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 facility and fellow personnel by using good judgement at all times to prevent fire. 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. Any of these which are used, missing or inaccessible should be reported to Health and Safety personnel immediately.
3. Familiarize yourself with evacuation routes. In the event of a facility evacuation you are to leave through the nearest exit and meet in the front of the garage. Only trained personnel may respond to fire emergencies.
4. Contractor/service personnel are not permitted to park their vehicles within 20 feet of the building (fire lane). The only exception to this is for the purpose of loading or unloading equipment and supplies.
5. Smoking is not permitted at all inside the building (including the tent) 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 of flammable liquids, ensure bonding and grounding procedures are followed to prevent static electricity buildup.
8. Flammable materials must be stored in approved U.L. or U.L.C. gasoline and diesel fuel containers 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.
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 use.

FIRE PREVENTION CONTINUED..

Fire Extinguishers

___ Portable fire extinguishers are mounted at strategic locations throughout the facility.
Here at the Concordia Club we use:

___ **Type B: Dry Chemical:** Used for flammable liquids

If you are unaware of where to find extinguisher, please check in with the office for a complete floor plan of where to find the fire extinguishers.

In Case of Fire:

- ___ 1. If you discover a fire, summon assistance and fight the fire with the portable fire extinguisher. **Under no circumstances are you to endanger your life in doing so.** If the fire is beyond your control, get to safety immediately and call for help.
2. When the fire alarm is pulled/sounds proceed to the nearest safe exit following instructions from evacuation coordinators or employees.
3. Never re-enter a building which has been involved in a fire without permission from a party with authority. Under no circumstances should anyone re-enter an area until it is indicated as being safe.
4. All fires must be reported immediately.
5. If you should discharge a fire extinguisher for any reason, report it to Health and Safety personnel.
6. The local fire department can be summoned by calling 911 from any telephone capable of calling outside the facility.

USE OF LADDERS

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

1. Be sure to use the proper ladder for the work to be accomplished.
2. Never use boxes, crates, racks 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, cracked or slippery rungs or broken spreaders.
5. When using a straight ladder, be sure the distance from the wall to the base of the ladder is about one-fourth the distance from the base to 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 their 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 the Concordia Club could involve transporting materials and equipment throughout the facility, especially during the construction of tent for Oktoberfest. 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.
2. Shall comply with all traffic signs, signals, and regulations.
3. Shall not travel faster than 8km (5 m.p.h.) inside buildings. Pedestrians have the right of way at all times.
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 in a permanent seat.
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 to 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. Watch 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, stumbling or slipping.
5. Obey posted signs.

CONFINED SPACE ENTRY & LOCK OUT/ TAG OUT

A confined space is defined as a space that is deficient in oxygen, dangerous due to flammable or toxic vapours 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. Confined space entry is not permitted without following a written procedure that has been approved.
3. All Segments and requirements of the Ontario Occupational Health and Safety Act (OHSA) Regulations and Standards (R.R.O. 1990, Reg. 851, s.67) applicable to confined space entry must be met in the plan, including atmospheric monitoring, use of proper equipment, entry watch systems and emergency response readiness.

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 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 that locks provide, but they are just as important and should 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 of a dangerous area
- * To prevent the use of equipment by unauthorized personnel

WELDING , BURNING & LINE BREAKING PERMIT

Welding & 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, gas welding, torch soldering, gas torch cutting and heating.

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

Over head work involving welding and cutting requires a second person to post a fire watch. This person must have at least a 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 content 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 clear the area if necessary and notify personnel

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

ACCIDENT/ILLNESS & EMERGENCY NOTIFICATION

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 his employer immediately. The contractor should ensure their employees understand the steps to be taken if an occupational incident occurs. The Concordia Club Office should receive notice of all occupational injuries and ensure corrective action is taken to prevent recurrence of the event.

Emergency Notification

Whenever there is, or there is the 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(ie. fire spreading, personnel 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 office.
- ~ Locate outside emergency vehicles and direct them to the scene.

INSURANCE REQUIREMENTS

Concordia Club requires that the following insurance coverage 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. The certificate should be presented to the main office of the Concordia Club.

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 (when applicable)

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

CONTRACTOR SAFETY AGREEMENT

Prior to work commencing, the principal representative for each contracting firm *must* complete the Contractor's Safety Agreement process. This process includes checking in with the main office of the Concordia Club for a briefing on the general safety policies and practices and gaining information on fire exits and fire extinguishers. The Contractor's representative must sign and agreement of understanding of the health and safety practices and expectations for personal and environmental safety at the Concordia Club.

The Contractor's representative must ensure all safety practices and expectations are communicated to every worker and subcontract worker performing work in the Concordia Club property. When possible, the contractor will assign an employee or other designated knowledgeable person 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.

Concordia Club Contractor Safety Agreement

I, _____, certify that I have read and understand the contents of the Concordia Club Contractor Safety Guide Manual. I agree to comply with these safety policies and procedures as they apply to my work at the Concordia Club, and I understand that any violation of these Safety Policies and Procedures may cause me or my contractor to be order from the premises.

Contractor's Company Name

Phone Number

Contractor's Company Representative

Date