



**HEALTH, SAFETY &
ENVIRONMENTAL PROGRAM**

Section: Subcontractors and Suppliers

PREAPRED BY: HEALTH AND SAFETY TEAM

DATE OF ORIGIN: 02/02/2023

REVISION # 1

OF PAGES: 5

SUBCONTRACTORS AND SUPPLIERS

PURPOSE

CF is committed to cooperating in safety, accident control and responsible environmental practices with all Subcontractors and Suppliers. CF is concerned that those accidents involving Subcontractors or Suppliers can injure workers, have adverse environmental effects, cause job disruptions, and delays that impact CF.

SCOPE

Subcontractor Environmental Health and Safety Requirements

All subcontractors, suppliers, and other contractors employed on a CF project are responsible to ensure all work is carried out in compliance with, but not limited to the Occupational Health and Safety Act, CF's H&S Policies, and Client site specific policies as required.

Noncompliance

In the event of non-compliance with any of the above mentioned polices the following may occur:

- Subcontractors and all related work by their subcontractors/suppliers may be suspended
- Workers, supervisors, and contractors may be removed from the site
- Contractors may be subject to monetary back charges that are associated with the delays and completion of the work
- Be responsible for any fines or charges levied against CF due to the legislative noncompliance
- Notifications of non-compliance may be documented on the Subcontractor Clean Up Notification (H&S_FORM_028) or the Subcontractor/Supplier Health and Safety Order to Comply (H&S_FORM_029).

Documentation & Records of Training (ROT)

All subcontractors and suppliers must provide (at a minimum) the following documentation prior to arriving onsite:

- Health and Safety program
- Certificate of good standing of insurance or the required compensation authority
- Provide proof of workers compensation coverage in applicable jurisdictions
- All MSDS sheets for products expected to be used onsite during the scope of work
- Any forms as required for proof of registration with the applicable labour authority
- Proof of insurance- WSIB coverage
- Complete the Health and Safety Prequalification assessment
- Site specific fall protection plan, or other specialized plans as required.

All contractors must supply proof of training for all workers prior to starting work. Workers unable to provide valid records of training will not be permitted to work. Examples of such documentation includes:

- Trades specific qualification
- WHMIS
- Fall Protection
- Specific Elevating Platform Training
- First Aid
- Confined Space
- Traffic Control
- Operating License
- Other specific training as required



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- CF specific workplace violence and harassment

Personnel Obligations

All subcontractors are to ensure that CF is aware of all individuals onsite performing work at any given time. Subcontractors are obligated to ensure that there is a competent supervisor onsite to ensure all work is conducted in a safe manner and in compliance with CF H&S policies and applicable legislative requirements.

All contractors, subcontractors, and suppliers are responsible to ensure all workers performing work are a competent worker, and ensure they have training to adequately perform their work and other functions as applicable.

Should a worker from a subcontractor be selected by the workers to participate in any joint health and safety committee, worker trades committee, or other safety committee as required, they are to ensure full cooperation with the required process.

Accident / Incident / Safety Opportunity

All subcontractors must notify CF of any accident, incident, or Safety Opportunities that occurs on the day of the event.

- All contractors must conduct an accident/incident investigation and submit an adequate report within 24 hours.
- The report must detail the cause of the accident/incident/safety opportunity, underlying causes that contributed and appropriate corrective actions that will be implemented to prevent recurrence.
- Contractors must have an active Return to Work Program (modified duty) for any individual that may sustain an injury.
- Be held liable for any damage or cost associated with or arising from the incident.

Subcontractor Accident / Incident Occurrence Notice

Accidents / incidents that occur in CF workplace, that are a result of, or involve, contractors and no CF employees or property, require a documented report be submitted to CF within 24 hrs.

Guidelines for Use

- The Subcontractor Accident / Incident Occurrence Notice is used to document and identify key information regarding the incident for internal communication prior to the submission of a formal report from the contractor.
- This report may also be used to communicate the fundamental information regarding a subcontractor event to a client or Constructor / Prime Contractor where required.

Note: Subcontractors are not permitted to complete an investigation report using the standard CF reporting forms or format.

Training & Orientation

All contractors, subcontractors, and suppliers are to participate in any orientation or training as may be required. Such training may include:



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- H&S Program training
- Site orientation
- Specialized site, or in plant programs including, but not limited to: hazardous substances, fall protection, confined space, infection control etc.

Personal Protective Equipment (PPE)

All contractors, subcontractors, and suppliers shall wear the mandatory PPE required on any project. At a minimum, all individuals shall wear:

- Basic clothing (full legged pants, and shirts with a sleeve)
- CSA/ANSI approved work boots/shoes as applicable.
- CSA/ANSI approved eye protection
- CSA/ANSI approved head protection
- Any other PPE as deemed necessary by the project or CF

Equipment, Tools, Machinery

All contractors, subcontractors, and suppliers are responsible to ensure all equipment is safe for use. All equipment and machinery shall be operated in accordance with the applicable legislative requirements, manufactures guidelines, safe work practices and site-specific policies. Any deviation of practice must be approved by a certified engineer, or approval from the manufacturer in writing.

All equipment, tools and machinery shall be maintained as per manufacturer's instructions. All equipment and machinery shall be safe for use, and in good operating condition. Any vehicles such as elevating work platforms, zoom boom, cranes, etc. must have:

- Operators Manual
- Maintenance records
- Daily inspection records
- Installation inspection by a qualified person if applicable

Any piece of equipment, machinery, or tool deemed not fit for use by CF will be isolated, tagged, and or removed immediately from site.

Safe Work Procedures & Job Safety Analysis (JSA)

Contractors will be required to provide a safe work procedure and JSA for any high-risk operation, or operations designated by CF. JSA'S must be supplied to and reviewed by CF before the work may commence. Operations requiring a JSA includes, but are not limited to:

- Confined Space Entry
- Lock & Tag Out procedures
- Use of highly toxic products (i.e. Solvents & oil base paints)
- Live electrical work
- Hoisting and rigging operations
- Working near overhead power lines



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Any such operation not able to provide such documentation upon request will be halted until they are in compliance with site policies.

Field Level Risk Assessment (FLRA) & Tool Box Talks

All contractors, subcontractors, and suppliers will be required to perform a Field Level Risk Assessment on a daily basis. The FLRA assessment will be provided to CF and must be available upon request.

All contractors, subcontractors, and suppliers must complete tool box talks on a weekly basis. Tool box talks may be on contractor specific work practices, or mandatory topics issued by CF regarding site specific issues.

First Aid & Emergency Procedures

All contractors, subcontractors, and suppliers are responsible to ensure all regulations and policies regarding First Aid are adhered to. All contractors must have adequate First Aid supplies, and an approved person capable of performing First Aid.

All contractors, subcontractors, and suppliers are responsible to be familiar with, and adhere to emergency procedures.

By no means do these policies and obligations forfeit any additional obligations required by the Occupational Health and Safety Act and other legislated requirements as applicable.

CF orientation to the Subcontractor/Supplier does not relieve the Subcontractor/Supplies of their obligation as an employer of their own employees to comply with all pertinent legislative requirements.

Subcontractors/Suppliers to Supervise their Employees

All Subcontractors/Suppliers must appoint a competent Supervisor who is employed by the Sub-Contractor to supervise their work.

Note: The number of Supervisors required is usually determined by a ratio of the number of workers per Supervisor. See applicable H&S legislation. If you need assistance, contact the H&S Department.

Subcontractor / Suppliers Prequalification Policy Statement

CF is committed to cooperating with all subcontractors to ensure a safe and healthy working environment. CF recognizes that an evaluation process is required to ensure that all subcontractors and suppliers working for CF are capable of performing to any safety, health, and environmental standards that may be required.

Standard

All subcontractors, suppliers, and other contractors employed on a CF project are responsible to ensure all work is carried out in compliance with, but not limited to the occupational health and safety act, CF H&S Policies, and client specific policies as required.

Management will ensure that any contracts or agreements entered into with subcontractors or suppliers are capable of performing to standards as required.



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RESPONSIBILITIES

Management

Management is responsible to ensure that subcontractors and suppliers are evaluated / assessed prior to approving any work or agreement.

Agreements and contracts will only occur with subcontractors that have been given approval by CF Purchasing Department.