



Contractor Package

CONTRACTOR CONTACT INFORMATION

Contract Partner Position	Name	E-mail	Contact #
Project Manager			
Supervisor			
Foreman/Lead Hand			
Safety Representative (5 workers and over)			
Emergency Contact Person			

REQUIRED SUB CONTRACTOR AND TRADE CONTRACTOR SAFETY SUBMITTLES PRIOR TO ONSITE TASK ACTIVITIES

Contractor H&S Commitment contract document
 MOL Form 1000
 WSIB Clearance Certificate for Applicable Province
 WSIB Injury Summary
 Contractor Liability Insurance. J-AAR and the client will be named holders of the policy
 Contractor Safety Program, with a signed and dated H&S policy.
 If under 5 workers, J-AAR "FORM B- Under 5 Workers" must be completed
 Violence Harassment policy signed and dated
 Library of safe work procedures signed by a company official
 Library Hazard Assessments signed by company official
 WHMIS 2015 SDS sheets for products delivered to the name of the project stated above
 Is the organization COR registered with a valid registration? Yes No
 Are you a WSIB Excellence Program Member? Yes No
 Any type of equipment or machine owned or rented shall have a valid Annual Inspection sticker over 10 hp



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TRAINING, EDUCATION AND PROJECT JOB RULES

PROJECT ORIENTATION

Site-specific orientation for J-AAR team members, supplied labour, and contract partners is a requirement on all J-AAR projects. This short site-induction is required of all workplace parties before any field work commences.

Changes to the orientation schedule is at the discretion of the J-AAR site superintendent.

A worker shall have a copy of their minimum required ROT's (Record of training) with them to enable their ROT to be attached to their orientation document.

Contracted partners shall give the J-AAR project management team 24 Hour notice to assist with orientation scheduling.

Workers who do not submit the required minimum ROT will not be allowed to do work.

RECORD OF TRAINING (ROT)

A worker who is unable to submit their minimal ROT (Record of Training) will not be authorized to work on any J-AAR project site.

ROT certificates or cards must show the training was facilitated by a recognized organization.

(1) Minimum record of training (ROT) for ALL workers:

- MOL (Ministry of Labour) 4 Step Awareness or equivalent
- WHMIS 2015

(2) In addition to above, Supervisor minimum required training:

- Competent Supervisor training (FORM A must also be completed)
- First Aid training

WORKING AT HEIGHTS

A worker exposed to Ontario training regulation 297/13 for working at heights, and not complying with the regulation and J-AAR job rules, shall come under the J-AAR zero tolerance procedures for noncompliance.

There are circumstances when a worker may not need a working at heights certificate. This can be determined by the workers employer and the J-AAR project team, keeping in mind the Ontario provincial regulation sub section 26.2 (1) of O.Reg.213/91 for construction projects.

The J-AAR project management team will review the subcontractor's hazard assessment to determine if the contractor worker requires working at heights training.

A contractor and or their sub and or trade contractor worker who is not authorized to work at heights due to the fact of a hazard assessment, and reveals there is no risk of a fall, but are found to be working at heights or having a risk of a fall, shall fall under the J-AAR zero tolerance policy for noncompliance.

The J-AAR project team shall refer to the J-AAR Health & Safety program or any bulletin sent out by the J-AAR president regarding disciplinary protocols.



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J-AAR DAILY JOB HAZARD ASSESSMENT (JHA)

The Job Hazard Assessment (JHA) may recognize an existing hazard or hazards. JHA's shall be completed in full by a competent person who can assess pre-job hazards and implement the appropriate controls to mitigate the probability of an incident occurring and be able to rate the risk, a worker may take daily.

It's imperative for the J-AAR partner and if contracted, their sub or trade contractor, to ensure they supply a competent person to initiate a mindset of respect for each other's, occupational, health, safety, and wellness within their team with a specific need to communicate unsafe acts and conditions without retribution from others. Supervisors who champion safe work and best practices can and will reduce the possibilities of any negative incident occurrences.

J-AAR expects this person to be competent in exercising safety hierarchy of controls to eliminate an incident occurrence.

The JHA shall be electronically submitted to the J-AAR project team at the end of every shift.

It is important to attach the daily JHA to any incident report, this may support the supervisors' instructions and further any investigation into who, what, why, where and when an event occurs.

In the event site conditions change during the day's tasks, the competent person shall stop work described in the JHA and reevaluate the existing controls to mitigate the probability of the event to reduce the potential risk posed to a worker.

It is the workers responsibility to inform their supervisor of any added risk not found in the original JHA, during the JHA review. Once the reevaluation is complete, it can be communicated to their work crew or crews using a toolbox talk to facilitate the change.

The supervisor shall notify their employer and the J-AAR project team of a potential change to the employer's hazard assessment when the JHA dictates a review and change to any safe work procedure and the organization's hazard assessment.

SAFE WORK PROCEDURE AND HAZARD ASSESSMENTS

In the event a sub or trades contractors who entered a contract with J-AAR hires another sub-contractor or trades contractor, it will be the responsibility of the contractor hired by J-AAR to ensure their contracted sub and or trade contractors health and safety management system is of a standard recognized by legislation and the J-AAR Health and Safety Program. It's important that the organization's library of safe work procedures and hazard assessments are reviewed, complete, signed, and submitted to the J-AAR project team.

Note:

A **JHA** does not take the place of a **HAZARD ASSESSMENT**. Employers shall have a safe work procedure accompanied by a hazard assessment as well as daily JHA's.

Job Hazard Analysis (JHA) PROCEDURE

- All sub and trade contracted crews will complete a JHA to reflect the tasks to complete the job
- Multiple workers completing the same tasks within the same hazardous environment can sign one daily hazard JHA
- JHA is live document that can be altered as conditions change
- Submit signed JHA's to the J-AAR project team the end of every shift
- J-AAR management team can and will review the signed JHA submission and give guidance if required.



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MADATORY PERSONAL PROTECTIVE EQUIPMENT

All workers must have the following minimal PPE (Personal Protection Requirements)

- Hard hat (CSA Approved O. Reg.213/91. s.22(1))
- Safety boots (CSA Approved) O. Reg.213/91. s.23(1)(2) and O. Reg.345/15. s
- Safety Glasses (CSA Approved) O. Reg.213/91. s.24
- Vest (CSA Approved)
- Skin Protection O. Reg.213/91. s.25
- **According to the task (specify the task):**
 - Hearing Protection
 - P100 Respiratory Mask
 - N95 Respiratory Mask
 - Full Face Shield/Visor
 - Appropriate gloves for the specific task
 - Personal gas monitor and extraction equipment Confined Space Work)
 - Fall Protection (CSA Approved) O. Reg.145/00. S. 12: O. Reg.85/04 s. 4.: O. Reg.345/15. s.4.

GLOVES POLICY

Workers will have approved manufacturers gloves acceptable to complete their task with minimal risk to the worker.

Gloves are not always worn; however, they must be readily accessible. The JHA, hazard assessment, and safe work procedure will determine the type of glove required for the task to be performed.

DISCIPLINARY MEASURES

A worker who is in violation of their employers and J-AAR health and safety programs will receive disciplinary action. Zero tolerance is implemented for:

1. Working at Heights noncompliance
2. Trenching and Excavation noncompliance
3. Violence and Harassment in the workplace noncompliance
4. Any issue where a worker is **Not Fit for Duty** (Drug, Alcohol, or any other medical issue.)
5. Locked out Tagged out noncompliance, (Any trade or contractor contracted to do work is in noncompliance to prevent any source of unwanted energy during a work task that may create harm to a worker)
6. Confined Space noncompliance

J-AAR SAFETY BOARD AND REFERENCE MATERIAL / SAFETY SUPPLIES

1. J-AAR Notice of Project
2. J-AAR Health and Safety Policy Statement and Safety Program located at an easily accessible location
3. J-AAR Site Specific Health and Safety Program located at an easily accessible location
4. J-AAR WHMIS SDS's located at an easily accessible location
5. J-AAR Emergency preparedness sign in and sign out for workers and visitors
6. J-AAR Traffic Management Plan (as required)
7. J-AAR Violence and Harassment Policy Statement
8. J-AAR JHSC members, project Safety Representative, and workers trades committee names and contact numbers
9. J-AAR emergency evacuation procedures with muster point location
10. Emergency Contact numbers for Police, Fire, Ambulance, Utilities
11. J-AAR, First Aid Kit, and First Aiders names, contact numbers and nearest hospital location with directions
12. J-AAR Change of Supervision permit (as required)



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13. Client advisement of any designated substance (If aware)
14. MOL Contractor Form 1000
15. MOL Occupational Health and Safety Act and Regulations for Construction Projects
16. MOL Employment Standards
17. MOL inspector field visits
18. WSIB form 82 "In Case of Injury Poster"
19. WSIB Regulation 1101

ONSITE FIRST AID

There is a first aid station located at the J-AAR site trailer or other designated location with a list of first aiders posted on the H&S board.

PERFORMING WORK WITHOUT DIRECT J-AAR SUPERVISION

Trade and sub-contractors performing work without J-AAR supervision, are required to complete a Change of Supervision permit approved by the J-AAR project team before anyone is authorized to do any work. Only one contractor can work without J-AAR supervision. If there are multiple contractors, a J-AAR team member competent to supervise and instruct trade and sub trade contractors shall be always present.

The sub or trade contractor must supply a competent supervisor who has the three basic Record of Training (ROT)- Worker Awareness, WHMIS, First Aid - requirements plus the MOL 5 step awareness, Basics of Supervision, or letter from their employer stating they are competent.

All workers who have a valid JHSC and Standard First aid certificate shall present it during orientations, so they can assist with a proactive safe culture and are able to attend to an injured worker with initial first aid requirements.

TOOLBOX MEETINGS

Weekly toolbox meetings are required and must be held by the J-AAR team and the subcontractor's supervisor with their workers. A copy of the meeting with attendee signatures shall be submitted weekly to the J-AAR project team.

MACHINERY & EQUIPMENT INSPECTIONS/TRAINING

Equipment operators must be competent to operate their machines and or equipment. Annual inspection dates for all equipment over 10HP must be in place prior to use. Machines rented or otherwise must have a valid annual inspection sticker on the machine.

CRANES

All cranes performing work for J-AAR on a project (ie. boom-truck, mobile crane, tower crane etc.) must have a certificate of compliance.

This certificate must be provided to the J-AAR project team. In addition, any modified hoisting device or any lifting equipment used by the sub and or trade contractor must provide a manufacturers acceptance with an engineer's stamp regarding the modification.

WASHROOMS/LUNCHROOMS

Washrooms will be respected by all users. People not respecting the projects hygiene facilities are subject to discipline.



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Garbage bins will be located at areas for all light waste such as drinking containers, lunch wraps and light waste materials. Leaving garbage around the project will not be tolerated.

Contractors will not store their materials, equipment, or tools in a lunchroom, or site trailers.

HOUSEKEEPING/STAGING/DELIVERIES

All waste must be disposed of on a regular basis. Contractors and their Subcontractors shall ensure this is performed at the end of each shift. All subcontractors must perform housekeeping and keep their work areas organized and free of waste and debris.

Sub and trade contractors will participate in cleaning blitzes every Friday and daily when required. Failure to do so may result in extra charges to our contractor for supplied workers to do their contracted work.

Ensure you discuss placement of materials with the site supervisor before any delivery of equipment, supplies, and machinery.

When you stage material, ensure materials, equipment and supplies are stored perpendicular and parallel with each other. This will give more space and ease of movement around these obstacles

JHSC SITE COMMITTEE

It is the responsibility of J-AAR to establish a health and safety committee and workers trade committee as prescribed. Each employer will provide a management or worker representative when requested as per legislation. Subcontractors may be required to attend a monthly meeting and an occasional inspection upon request to a maximum of once a month.

J-AAR will notify you in advance of the meetings and/or inspections.

TOOLS, EQUIPMENT AND LIFTING DEVICE INSPECTIONS

An inspection for tools, extensions, slings, and handling equipment must be done at least annually. Chains, slings and lifting accessories must be permanently identified, clearly indicating the safe lifting capacity. If this identification is missing or illegible, the equipment will be removed from site immediately.

SUB AND OR TRADE CONTRACTOR'S SUBCONTRACTOR MANAGEMENT

A sub or trade contractor having a contract with J-AAR are responsible for any of their subcontractors they bring to a J-AAR site to perform all or part of their contracted scope of work. They shall be responsible to provide all the required safety submittals asked for during this kickoff meeting, and ensure their subcontractors adhere to the J-AAR Environmental, Occupational Health and Safety Programs and the Occupational Health and Safety Act and Regulations for construction projects.

DAILY WORKER AND VISITOR SIGN IN

Contractor's employees (and any of their sub-contractors) shall sign-in onsite each morning before work commences.

SUB AND OR TRADE CONTRACTOR ENVIRONMENTAL OCCUPATIONAL HEALTH & SAFETY PERFORMANCE



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During the execution of the work, J-AAR's project team conduct planned and unplanned workplace inspections and or visits to any J-AAR project to ensure the J-AAR health and safety management system is performing and respected by J-AAR team members, supplied labour and our sub and trade contractors. At J-AAR this is called our Management Review and Management of Change Program.

These inspections are documented, archived with corrective actions to solve noncompliance. Measures will be given and required if a sub and or trade contractor does not meet the J-AAR Occupational Health & Safety Management System.

CONTRACTOR SAFETY COMMITMENT & ACKNOWLEDGEMENT

Contractor Project Manager / Sr. Manager

Name: _____

Telephone: _____

E-mail: _____

I hereby confirm that I am aware of and understand my Environmental, Occupational Health and Safety responsibilities and the required J-AAR health and safety requirements discussed in this document.

I fully understand and will comply with the legislated responsibilities and requirements in the Occupational Health and Safety Act, all applicable Regulations and those required by the J-AAR safety management system.

CONTRACTOR PROJECT MANAGER / SR. MANAGER:

SIGNATURE: _____