



Subcontractor Safety Package

Purpose

The purpose of this safety package is to eliminate or reduce incidents and injuries by providing a framework for procurement, monitoring, and review of subcontractors. The pre-qualification process will help to ensure that subcontractors meet or exceed the requirements of the Occupational Health and Safety Act, applicable Regulations, and J-AAR's Health, Safety and Environmental management systems prior to mobilization or starting work.

J-AAR requires that subcontractors' tasks be assessed, and preventative actions and controls are documented, communicated, implemented, and monitored. It is important to ensure these hazards are identified, assessed and controlled in a timely manner.

J-AAR requires all subcontractors to work in compliance with the requirements set forth in this document, and also require that they abide with all legislative statutes and where there is a conflict between this safety package and any legislative requirement, the more stringent will apply.

This information must be clearly communicated to all appointed supervisors and their workers accessing J-AAR project locations.

Procedures

It is the responsibility of the subcontractor to always review and abide by the guidelines and safety requirements, while on the project. These guidelines are meant to assist the subcontractor in reducing incidents, complying with legislation, and maintaining a cooperative, safe worksite. They are by no means all-inclusive of the requirements of J-AAR's occupational health, safety management system, and additional policies and requirements may be necessary, depending on specific site requirements.

The subcontractor is also responsible for ensuring that any sub-subcontractors, suppliers, or persons working on their behalf, are provided with a copy of the Subcontractor Safety Package, prior to commencing work.

- Section 1: Subcontractor Guidelines
- Section 2: Project Safety Requirements
- Section 3: Subcontractor Submittals (return to J-AAR)
- Section 4: Safety Commitment and Acknowledgement (return to J-AAR)

Subcontractors must review Sections 1 and 2 and return Sections 3 and 4 prior to the commencement of work.



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Section 1: Subcontractor Guidelines

Documentation

Work shall only commence where J-AAR is in receipt of the **Section 3: Safety Submittals and Section 4: Safety Commitment and Acknowledgment** form signed by the management representative of the subcontractor.

Safety submittals include:

- MILTSD Form 1000
- WSIB Clearance Certificate
- WSIB Injury Summary
- Liability insurance
- Health and Safety Policy
- Health and Safety Program (if no program required, complete Form B)
- Violence and Harassment Program
- Supervisor Competency (Form A)
- Project level hazard assessment
- Job Hazard Analysis (JHA)
- Safe work procedures
- Records of Training (ROT's)
- SDS' for WHMIS controlled products

Project Orientation

Site-specific orientation for J-AAR employees and subcontractors is a requirement on all J-AAR projects. This 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 supervisor.

Subcontractors shall give the J-AAR project management team 24-hour notice to assist with orientation scheduling.

Training Records

All required ROT's (Record of Training) must be sent to J-AAR prior to work starting so they can be reviewed.

Workers who do not submit the required minimum ROT will not be permitted to work at the project.

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

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

- MLITSD (Ministry of Labour) 4 Steps for Worker 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 / CPR training

Daily Sign-In and Sign-Out

All subcontractors shall provide the J-AAR project supervisor with a record of attendance (ie. sign-in/sign-out) each day for their employees working at the project.



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Weekly Safety Submittal

Subcontractors are required to submit to J-AAR, at the end of each work week, a **Weekly Safety Submittals** checklist. This checklist will ensure that all required documentation is being received by J-AAR. It will include weekly safety talks, JHA's, confirmation that inspections have been completed, any incidents reported etc. J-AAR will supply the submittal form to the subcontractor supervisor or project manager.

Project Rules

While conducting work on J-AAR projects, all subcontractors and their workers, or suppliers/visitors must conduct their daily business in a professional manner and incorporate sound health and safety principles into all of their activities. Furthermore, J-AAR requires all persons on site to comply with the following minimum requirements:

- Work in accordance with the legislated requirements of the OHSA and all applicable Regulations.
- Horseplay, fighting and possession of weapons are strictly forbidden on the job and constitute grounds for immediate termination.
- Violation of the Workplace Violence and Harassment Policy will result in an investigation and may result in a worker(s) being dismissed from the project.
- Violation of the Substance Abuse Policy will result in an investigation and may result in a worker(s) being dismissed from the project.
- Workers must report hazards or unsafe conditions to their supervisor immediately.
- Workers must report all incidents, injuries, and near-misses to their supervisor and participate in any required investigations
- Clean up work area at least daily.
- Inspect personal protective equipment before use and report defects, or damage to the supervisor.
- Clothing shall be appropriate to duties being performed.
- Smoking is not permitted in enclosed workplaces. Smoking will only be allowed in designated areas approved by the site supervisor.
- Hand tools shall not be used for any purpose other than intended. Any tools or equipment that is damaged or has worn parts shall be locked and tagged out and promptly repaired or replaced. Ensure that all guards and protective devices are operating properly.
- No person shall ride any hook, hoist, fork, bucket, attachment, or other material handling equipment, which is used strictly for handling material and not specifically designed to carry riders.
- Workers must cooperate with authorities and never be belligerent to inspectors, personnel or other agents.

Notification of Incidents and Near Misses

Report ALL incidents, near misses, first aid, or unsafe conditions to the J-AAR project supervisor or project manager as soon as possible, in any case no later than 24 hours.

Subcontractors must submit all documentation as required by the Occupational Health and Safety Act and the Workplace Safety Insurance Act. Copies will be provided to J-AAR.

In cases of incidents resulting in a "Critical Injury", the subcontractor shall ensure that the scene of the incident is not disturbed except for the purpose of:

- saving life or relieving human suffering
- maintaining an essential public utility service or public transportation system, or
- preventing unnecessary damage to equipment or other property

If any claim is made by anyone against the constructor or subcontractor for any accident, incident, or material/property damage, ensure that J-AAR is given notice within 24 hours of the occurrence/claim.



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General Public

- All workers are required to ensure that the public and/or occupants are at no time harassed by workers.
- Workers must make all efforts to avoid undesired conflicts or confrontations with the public and/or occupants.
- Subcontractors must make J-AAR aware of any change in process, which may cause unforeseen hazards or concerns for the public or occupants.
- In the event of a confrontation and/or incident with the public or occupants, workers involved must report the situation immediately to the J-AAR supervisor
- Failure to report will result in disciplinary action taken by J-AAR.

Workplace Violence and Harassment

J-AAR is committed to building and preserving a safe working environment for its employees. In pursuit of this goal, J-AAR will work to prevent acts of violence, harassment, and sexual harassment on J-AAR premises, in compliance with the *Occupational Health and Safety Act*.

As such, J-AAR has developed and implemented a Workplace Violence and Harassment Program as part of the Occupational Health and Safety Management System. The Program prohibits physical or verbal threats (with or without the use of weapons); intimidation; inappropriate comments relating to sex, sexual orientation, gender identity, or gender expression; and violence in the workplace to minimize risk of injury or harm resulting from violence to J-AAR employees.

All subcontractors are required to follow their own violence and harassment program, or in the absence of one, to comply with J-AAR's program.

Smoking Policy

J-AAR has a legal responsibility to comply with the *Smoke-Free Ontario Act*, which prohibits smoking in all enclosed workplaces and public places. An enclosed workplace means the inside of a building, structure, or vehicle, that a worker works in or frequents during the course of their employment. Typical examples include:

- *Inside office buildings*
- *Jobsite trailers*
- *Sea cans*
- *Shops*
- *Storage facilities*
- *Cabs of equipment*
- *Work and company vehicles*

No person shall smoke or vape in any enclosed workplace. This includes:

- tobacco products (cigarettes, cigars etc.)
- e-cigarettes (i.e. vaping)
- cannabis products, whether medicinal or recreational

Substance Abuse Policy

J-AAR recognizes that workers who use or are impaired by drugs or alcohol while performing work endanger not only themselves, but their co-workers and others affected by the work.

A violation of this policy will result in a J-AAR investigation and possible enforcement up to and including removal from the project or worksite.



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The objective of this substance abuse policy is to ensure that all workers report to work fit for duty. This policy applies to all J-AAR employees, workers and subcontractors.

All workers must come to work fit for duty:

- Workers must not be impaired by alcohol, cannabis, drugs or other while they are on duty.
- Possession use or distribution of illicit drugs on J-AAR projects or worksites is prohibited.
- Workers must strictly follow all legislation regarding the use of both medicinal and recreational cannabis. Being impaired at work by either is prohibited.
- Workers are expected to responsibly use prescribed and over-the-counter medications.
- Where the use of a prescribed or over-the-counter medication, including cannabis, could inhibit a worker's ability to carry out the duties of his or her position safely or competently, the worker must cease working or safe alternate work arrangements must be made.

Mobile Devices Policy

The use of personal devices (ie cell phones) at work can lead to serious injuries because they can distract workers from hazards.

The law makes it illegal for drivers and operators to talk, text, type, dial, or e-mail using hand-held devices while operating a vehicle or piece of equipment.

Hazard Assessments

Subcontractors are required to submit to J-AAR, for their scope of work:

- site specific hazard assessments
- safe work procedures
- daily JHA's for the project.

Please submit copies for approval prior to starting work. They will be reviewed by J-AAR to ensure they are complete and meet the scope of work of the subcontractor.

In the event a subcontractor who entered into a contract with J-AAR hires a subcontractor of their own, it will be the responsibility of the original subcontractor hired by J-AAR, to ensure their subcontractor's health and safety management system is of a standard recognized by legislation and approved by J-AAR. It's also important that their library of safe work procedures and hazard assessments are reviewed, complete, signed, and submitted to J-AAR.

JHA's shall be completed in full by a competent person who can assess task hazards and implement the appropriate controls to mitigate the probability of an incident occurring.

It's imperative for the subcontractor, to ensure they provide a competent person who clearly understands the need to communicate unsafe acts and conditions. 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 the safety hierarchy of controls to mitigate an incident occurrence.

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

It is important to attach the daily JHA's to any incident report, as this may support the supervisors' instructions and assist with any investigation when an incident occurs.

In the event site conditions change during the day's tasks, the competent person must reevaluate the existing JHA



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controls to ensure any risks posed to a worker are mitigated.

It is a workers responsibility to inform their supervisor of any added risk not found in the original JHA, during the JHA review. Once the re-evaluation is complete, the changes can be communicated to employees.

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

JHA Procedure

- All subcontractor 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
- Submit signed JHA's to the J-AAR project team at the end of every week
- The J-AAR team will review the JHA submissions and give guidance if required.

The J-AAR project team shall refer to the J-AAR Health & Safety Manual or any policy sent by J-AAR Top Management regarding disciplinary protocols.

Personal Protective Equipment

All workers must have the following PPE (Personal Protection Requirements), as a minimum:

- CSA Hard hat, Type 1 or 2, Class E - O. Reg.213/91. s.22(1)
- CSA Safety boots - O. Reg.213/91. s.23(1)(2) and O. Reg.345/15.
- CSA Safety Vest or Clothing - O. Reg.213/91. s.69.1

According to the task (specify the task):

- CSA Safety Glasses - O. Reg.213/91. s.24
- CSA Hearing Protection - O. Reg 381/15: Noise
- Respiratory Protection, properly rated for the task, workers must be fit tested - O. Reg 213/91. s.46
- Full Face Shield/Visor - O. Reg.213/91. s.24-25
- Appropriate gloves for the specific task - O. Reg.213/91. s.25
- Skin Protection - O. Reg.213/91. s.25
- Personal gas monitor and extraction equipment for confined space work - O. Reg 632/05: Confined Space
- CSA Fall Protection - O. Reg.145/00. S. 12: O. Reg.85/04 s. 4.: O. Reg.345/15. s.4.

*CSA- Canadian Standards Association

Supervisor Responsibilities

- Ensure that the proper PPE for the hazards associated with the work, is provided.
- Ensure that workers are wearing the proper PPE when required.
- Conduct periodic inspections of workers.
- Discipline workers as need for failure to use PPE properly.

Worker Responsibilities

- Wear the right PPE for the job.
- Keep the PPE in proper working condition and kept clean.
- Ensure others are wearing the proper PPE if observed.
- Inspect the PPE before and after each use.
- Request replacement PPE when damaged or broken.



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Selection of Specialized PPE

- PPE must be identified in the daily JHA, training programs, best practices, and/or legislation
- Manufacturer's instructions and/or user manuals must be available
- Training must be completed prior to use, if applicable.
- PPE must be inspected prior to use. Harnesses and respirators must be inspected at least monthly

Disciplinary Measures

Failure of the subcontractor to comply with the requirements, instructions (verbal or written) or orders from authorities having jurisdiction or the constructor regarding safe work practices or provisions of applicable legislation or site policy shall be considered non-compliance. All non-compliances will be investigated by J-AAR and include discussions with subcontractor management. A worker(s) who is in violation of legislation, project rules or J-AAR's HSE Manual may receive disciplinary action.

The subcontractor shall be responsible for the non-compliance of his employees, subcontractors, suppliers, or other person on the project for any reason related to the subcontractor.

Where a subcontractor refuses and/or fails to fulfill its duties and responsibilities there may be temporary or permanent ejection from the site for workers or for the subcontractor company. J-AAR will not be responsible for the costs of remobilization of trained personnel that have been asked to leave the site.

All employees will be subject to disciplinary action including, but not limited to, the following offences while working at the project:

- Flagrant safety violations, which did or could endanger life or damage company property.
- Unauthorized possession of firearms, other weapons, or explosives.
- Removing without authority, destroying, or tampering with any safety device, sign, or signal.
- Unauthorized use of first aid supplies and safety equipment or other equipment or property.
- Being unfit for duty because of the influence of alcohol or drugs, or in the possession of illicit drugs.
- Smoking outside of designated smoking areas.
- Not wearing required personal protective equipment (PPE) required for the job/task at hand.
- Failure to report a workplace injury, incident, occupational illness within the designated timelines.
- Being belligerent to authorized inspectors, personnel or other agents.
- Participating in or orchestrating any form of violence, harassment, or bullying.
- Failure to follow project or company safe work procedures or practices that are considered critical tasks.

J-AAR Project Safety Board

For reference, the J-AAR safety board will have the following items posted or available, as required for the scope of the project:

1. Notice of Project
2. MLITSD Employer(s) Form 1000
3. Occupational Health and Safety Act and Regulations for Construction Projects
4. MLITSD Employment Standards
5. MLITSD "Health and Safety at Work: Prevention Starts Here" poster
6. WSIB Form 82 "In Case of Injury Poster"
7. MLITSD inspector field visits, if available
8. J-AAR Health and Safety Policy Statement
9. J-AAR Violence and Harassment Policy Statement



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10. J-AAR HSE Manual
11. J-AAR Site Specific Safety Plan
12. J-AAR emergency evacuation procedures with muster point location
13. Emergency Contact numbers for Police, Fire, Ambulance, Utilities
14. First Aid Kit, First Aiders names, contact numbers and nearest hospital location with directions
15. JHSC members, project H&S Representative names and contact numbers
16. J-AAR WHMIS SDS's
17. J-AAR sign in / sign out for workers and visitors
18. J-AAR Traffic Control Plan (as required)
19. Client advisement of any designated substance (if aware)

Contents required on the Safety Board may be reduced based on the duration and location of the work, at the discretion of the J-AAR Supervisor for the project.

Emergency Supplies

The following items will be available onsite at the J-AAR project trailer or supervisor vehicle:

- First Aid kit
- Spill kit(s)
- Fire extinguisher(s)

The subcontractor must ensure at least 1 employee holds a valid Standard First Aid and CPR certificate.

Performing work without direct J-AAR Supervision

J-Aar will review a subcontractor supervisor's competency, before a subcontractor is permitted to perform work without direct J-AAR supervision. Only one subcontractor can work without J-AAR supervision. If there are multiple subcontractors, a J-AAR supervisor shall be present.

Safety Talks

Subcontractors are required to conduct weekly safety talks with their workers. Copies of the safety talks must be submitted to the J-AAR team on a weekly basis.

Equipment and Machine Operators

Equipment operators must be competent to operate their machines and equipment. Certifications for required equipment (i.e. power elevated work platforms) must be provided as part of a workers ROT's. Annual inspections 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.

Washrooms and Lunchrooms

Washrooms and lunchrooms will be respected by all users. People not respecting these rooms are subject to discipline. Garbage bins will be located at areas for all light waste. Leaving garbage around the project will not be tolerated. Subcontractors will not store their materials, equipment, or tools in a lunchroom, or J-AAR site trailers, without permission from the J-AAR supervisor.

Housekeeping and Storage

All waste and debris must be disposed of on a regular basis. Subcontractors shall ensure this is performed at the end of each shift. All subcontractors must perform housekeeping and keep their work areas organized. Subcontractors must discuss placement and laydown of materials with the J-AAR site supervisor before any delivery of



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equipment, supplies, or machinery.

Ensure materials, equipment and supplies are stored in an organized and safe manner. This will allow more space and ease of movement.

Workplace Hazardous Material Information System (WHMIS 2015)

All subcontractors must ensure:

- That all workers are trained in accordance with current WHMIS 2015 legislative requirements.
- The supervisor has all Safety Data Sheets (SDS) for any hazardous products to be used on site.
- All hazardous products are properly labeled.
- Workers are working in accordance with the requirements of the Safety Data Sheets.

JHSC / Health and Safety Representatives

In accordance with legislated requirements, each subcontractor with 5 more regular employed employees on the project is to be represented by a Health and Safety Representative elected by the workers in their trade. All subcontractors shall cooperate and facilitate the selection of this representative. This representative must be working onsite and may be required to participate in the project Joint Health and Safety Committee, or Workers Trade Committee (where applicable).

It is the responsibility of J-AAR to establish a joint 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 any required inspections.

J-AAR will notify subcontractors in advance of any meetings and/or inspections.

Lifting Equipment

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

Subcontractor Health and Safety Performance

During the execution of the project, J-AAR's project team may conduct planned and unplanned workplace inspections or visits to J-AAR projects to ensure the J-AAR health and safety management system is performing and respected by employees, workers and subcontractors. This is referred to as the Management Review and Management of Change Program.

These inspections are documented and archived with corrective actions to solve non-compliance. Measures will be given to a subcontractor who does not meet the J-AAR Occupational Health & Safety Management System.

Section 2: Project Safety Requirements

All subcontractors must submit hazard assessments and safe work procedures for their scope of work. It is expected that subcontractors are competent and skilled in their area of expertise and have knowledge, experience and training to safely perform their tasks.

Subcontractors will have access to J-AAR's Health, Safety and Environmental Manual for any reference needed, while working at the project.

Although not inclusive of all work tasks, the following are general safe work practices and planning that may apply to the subcontractor scope of work for the project. If a subcontractor requires more information regarding practices or planning, they can contact the J-AAR project team.



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General Safe work Practices and Planning

Access and Egress

- Access to and egress from work areas that are above or below ground must be provided and maintained in a safe condition. (i.e., ladders, scaffolds, stairs, ramps, and runways, etc.)
- Ramps must be constructed of materials which can support all loads to which they may be subjected.
- Ramps are not to be used as ladders for accessing work areas, nor are they to be used as work platforms.
- No means of access or egress to a building/unit/work area or to the site in general shall be blocked or restricted without notification to the site supervisor.
- Overhead protection or other appropriate barricades or warnings must be provided where overhead work is being carried out and/or above a means of access/egress on the site.

Equipment Operation

- All mechanically powered equipment/vehicles/tools must be inspected before use on the project and at least on an annual basis.
- Operators' manuals (over 10 Hp) must be available for the operator to review.
- Equipment is to be operated and maintained by only competently trained and authorized personnel.
- An operator must never leave the controls of the equipment unattended while the equipment is running.
- Equipment must not be left unattended while any part is in a raised position.
- In the event that the view of an operator is obstructed, a competent signaller shall be used to assist the operator.

Bracing and Securing

- Subcontractors must ensure that they use appropriate wall/structure/component bracing/securing techniques to prevent any part of a structure under construction, temporarily/permanently installed components or equipment in use, from toppling over or collapsing.
- Braces or supports are only be removed progressively when components or structural members no longer pose the danger of collapsing or toppling over.

Confined Spaces

- All subcontractors must follow a documented confined space program for any work done in confined spaces.
- The program shall include permits, hazard assessments, training, entry and attendant duties, rescue procedures and PPE.
- The constructor may designate work areas as confined spaces. This will be communicated to subcontractors.
- Subcontractors must get approval from the site supervisor prior to any work in a confined space.
- All permits must be copied to the site supervisor.
- All workers entering or performing related work at a confined space must have training and be familiar with the rescue and gas monitoring equipment
- A rescue plan must be developed prior to working a confined space.
- All rescue equipment must be inspected prior to use.
- All PPE, including the gas monitor, must be inspected and be in good condition, prior to use
- A Coordination Document will be completed by the constructor if more than one subcontractor is working in related confined spaces.



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Construction Access and Parking

- All construction personnel must use “designated” construction access routes and parking areas.
- Driveways, lane ways, walkways or emergency vehicle routes must not be blocked or restricted at any time by construction vehicles, machinery, equipment, or materials.
- The subcontractor must ensure the security of equipment or vehicles. No vehicle is to be left without removal of the keys and applying appropriate brakes/blocking devices where required.

Cranes

- All cranes performing work for J-AAR on a project (i.e.. boom-truck, mobile crane, tower crane etc.) must be operated by a competent, licensed operator and the equipment must itself be certified.
- This information must be provided to the J-AAR project team prior to operation. In addition, if the subcontractor is using any modified hoisting device or lifting equipment, they must provide a manufacturer’s acceptance with an engineer’s stamp regarding the modification.

Electrical Equipment

- Only authorized personnel are allowed to perform work on any electrical equipment or installations.
- Prior to performing any maintenance or repairs on electrical equipment, power sources must be locked out/tagged out and other precautions taken in accordance with the safety requirements for live electrical work as defined in the Regulations for Construction Projects.
- All electrical equipment must be effectively grounded and equipped with Ground Fault Circuit Interrupter when used outdoors or in wet locations.
- Electrical equipment in poor repair or damaged must not be used and must be removed from the site.
- All portable extension cords will be CSA approved and inspected for damage to conductors, sheathing or connection points before use.
- Defective cords must not be used. They must either be destroyed or be tagged and removed from the worksite until repaired.
- Extension cords must be protected during use to prevent damage from sharp edges, movement of materials, and flame cutting.

Equipment and Tool Use

- All equipment and tools must be effectively guarded and used in the manner they were designed.
- Do not leave power tools or other equipment on when unattended.
- All tools and equipment must be stored in a safe manner and in appropriate locations

Equipment Powered by Internal Combustion Engines

- All tools and equipment must be inspected prior to use and any defects reported immediately to your supervisor.
- When using internal combustion powered equipment such as cement finishing equipment, salamander heaters, chain saws, quick-cut saws, etc., ensure the area of use is well ventilated, to prevent worker over exposure to potentially lethal carbon monoxide.
- To maintain the lowest levels of harmful exhaust emissions, all equipment must be serviced regularly and if work areas cannot be ventilated, other precautions must be taken to prevent worker overexposure to carbon monoxide (e.g., the use of electrical equipment).



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Fencing and Hoarding

- Appropriate fencing, hoarding, covered ways and other precautions (i.e., fire routes/escapes) will be provided by the constructor, as required, to ensure the appropriate restriction of work areas and safe access to existing buildings or through the project (if necessary) for the general public or occupants.
- Fencing, hoarding, covered ways and other precautions (i.e., fire routes/escapes) may only be altered or removed with the expressed authorization of the constructor or the authorities.
- Additional precautions must be taken by the subcontractor to ensure appropriate protection of occupants or the general public where work conducted creates unsafe conditions or exceeds safety factors provided by existing precautions. (i.e. work performed outside project boundaries, etc.).

Fire Protection

- Keep all entrances and exits clear of obstructions such as vehicles, equipment, and general clutter at all times.
- Keep fire extinguishers readily available at work locations.
- Use appropriate shielding of flammable surfaces when performing hot work.
- Remember that grinders can throw red hot particles approximately 30 feet.
- Keep your work area free of unnecessary combustible materials.
- Use proper degreasing agents. Never use gasoline or other “flammable liquids” for degreasing or cleaning.
- Fire extinguishers are to be inspected monthly.
- Never return an empty extinguisher to its fire station. Clearly mark it “MT” with chalk and exchange it for a charged unit.
- All fire extinguishers must be inspected on an annual basis by a certified technician.
- All workers must receive training before using fire extinguishing equipment.

Flammable and Combustible Materials

- Flammable materials must be stored in approved and clearly labeled containers.
- Flammable or combustible materials must not be stored or situated in areas where welding, cutting, grinding or open flames are produced (pay particular attention when refueling equipment such as quick-cut saws).

Floor Openings

- Floor openings which are not protected by guardrails and to which workers have access, must be covered with securely fastened planks or other suitable material capable of supporting all loads they may be subjected to.
- The opening must be clearly signed indicating the danger due to a floor opening.
- If floor opening covers must be removed, then the opening must be made safe until such time as the floor opening may be covered properly once again. Guardrails or fall restriction may be required.

Forms and Concrete

- Ensure all workers involved in the task are competent for the work assigned to them.
- All workers conducting hoisting and rigging operations must be trained and competent for the tasks.
- Ensure all workers have the required PPE, including for work at heights and working with concrete.
- Inspect all rigging equipment daily before use.
- Barricade or rope off any areas where an overhead lift may cause a hazard to traffic, pedestrians, or other workers onsite.
- All workers landing forms must be tied off if guardrails are removed.
- Ensure landing areas are free and clear of debris, materials.



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- Inspect scaffolding and ladders before use each day if needed for access and egress.
- Ensure forms and materials are stored properly, stacked in a straight and uniform manner.
- Always check overhead for any obstruction hazards when planning to store materials (ie overhead powerlines)
- Stop work when the wind speed may pose a hazard. Consult with the supervisor.
- Install modular fencing where required for public way protection.
- Maintain any stamped engineered drawings onsite throughout the duration of work, as required, including for flying forms.
- Inspect all PPE including harnesses and respirators.
- Use tethers for all tools and materials as required.
- Perform any necessary housekeeping in work areas to keep the worksite free of debris. This helps prevent slips, trips and falls.
- Cover exposed dowels and rebar with protective covers.
- Use signallers for any reversing trucks, equipment, or crane work.
- Wear hearing protection and eye protection when cutting forms with power tools.
- Wear gloves and eye protection when spraying form oil.
- Wear long pants, long sleeves, rubber boots, and gloves when handling or working with concrete.

General Material Storage

- Inspect and use all required protective equipment when completing clean up and housekeeping tasks that pose a hazard to the worker.
- Large shipments of material and equipment must be pre-arranged with the site supervisor.
- All materials are to be stored in an organized manner in the designated storage areas (as approved by the site supervisor).
- Materials must be stored in such a manner that they will not tip, collapse, or fall.
- Objects or materials are not to protrude from loads in a dangerous manner.
- Doorways, aisles, roadways, and other work areas are to remain unobstructed, by materials and other objects.
- Materials must not be stored within 1.8 meters from the edge of a roof, floor, etc.
- Materials must be adequately secured in place to prevent movement in strong winds or other inclement weather conditions.
- Approval must be obtained from site supervisor for receiving of materials from a major roadway. Appropriate signaling, traffic control and other precautions must be taken.

Guardrails

- Subject to the Regulations for Construction Projects, guardrails are required around openings in a floor, roof, or surface to which a worker has access and may fall.
- Guardrails must be provided at the open sides and ends of a scaffold platform, work platform runway or ramp that is used as a path for a wheelbarrow or similar equipment and from which a worker may fall a distance of 1.2 meters or more.
- Guardrails must consist of a top rail, intermediate rail and toe-board and be constructed as prescribed in the Regulations for Construction projects.
- Guardrails must be constructed of securely fastened wood, 38 mm X 89 mm (2" x 4") with support posts not greater than 2.4 meters apart.
- Guardrails removed temporarily for the purpose of doing work must be replaced in a proper manner immediately after work is completed. (Where removed, the worker must use a fall arrest or travel restraint



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system and warning signs must be posted)

Grinders

- Guards must be attached to the grinder as per the manufacturer instructions.
- Report any damage to guards and do not use the grinder until it has been repaired and is safe to operate.
- Wear BOTH eye protection and full-face shield while using grinders. Discs can shatter and send debris flying towards your face and neck, PPE is especially important.
- Inspect all wheels/discs carefully before mounting for cracks or chips and missing labels.
- Stand away from the wheel when starting grinders. Warn others to stand back when starting grinders.
- Check that the grinder does not vibrate too much and is running smoothly.
- Run newly mounted discs for at least 1 minute allowing the wheel to warm up to operating speeds before applying it to the material.
- Avoid using grinders around flammable materials and make sure there are no trip hazards around.
- Do not clamp portable grinders in a vise for grinding hand-held work.
- Do not use any liquid coolants with portable grinders.
- Do not force discs onto grinders or change the mounting hole size.
- Do not tighten the mounting nut excessively.
- Never cut, grind, weld, or heat any drum, container, or other similar chemical holding vessel. Always look for the WHMIS label and warning pictogram if there is a flame or a compressed gas cylinder.

Hoisting Equipment

- Hoisting equipment is to be operated by only competent workers.
- Loads being hoisted are not to pass over workers or handled in such a manner which might endanger a worker or the public.
- In the event the operator's view is obstructed, a competent signaller shall assist the operator. The operator and signaller person must establish universal communications.
- If the operator loses sight of the signaller, the operator must immediately stop work.
- If at any time the communication is interrupted, lost or broken, the operator must stop and wait until communication has been restored.
- At no time shall the operator of the hoisting equipment attempt to lift an object or load which is in excess of the maximum load rated capacity.
- The operator must maintain full control of the load being hoisted. When required, taglines must be used to control loads and lifts.
- Lifts must not be attempted when wind conditions could adversely affect the control of the load.
- Loads are not to be left suspended unless an operator is at the controls of the hoisting equipment.
- All slings, chains and cables must be inspected and have clear and legible load limit tags attached.

Ladders

- Ladders must be CSA approved Type 1 A or above Construction Grade Ladders. Ladders must suit the weight class and the intended purpose.
- Ladders are to be used for access and egress only.
- Always visually inspect ladders prior to using them.



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- Ladders with weakened, broken, bent or missing steps; broken or bent side rails; broken, damaged or missing non-slip bases; or otherwise deemed defective, must not be used and are to be removed from the site immediately.
- Ladders must be set up on a firm, level surface.
- Ensure ladders are of proper length (extended three feet, or 900 mm beyond the landing).
- Landing areas at both ends of the ladder must be clear of debris and materials.
- All access ladders must be tied off or otherwise secured to prevent movement.
- Wooden ladders are to be constructed as outlined in the Construction Regulations (made of straight grain wood, not painted, or coated, equipped with filler blocks, etc.)
- Depending on length, straight ladders must be set up on an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one-third the vertical distance between these points.
- Always maintain three-point contact when climbing ladder (e.g., two feet and one hand or one foot and two hands).
- Ladders must not be erected on boxes, carts, tables, scaffold platforms or on vehicles.
- Metal ladders, or ladders with metal reinforcing, must not be used near energized electrical conductors.
- Ladders must not be used horizontally as substitutes for scaffold planks, runways, or other tasks for which they have not been designed.

Mobile Equipment and Pedestrians

Field workers must always be aware of mobile equipment or vehicles operating in the area. Use the following procedures to reduce the risk of personal injury.

Do

- Wear an approved safety vest, or other high visibility clothing at all times while onsite.
- Make eye contact with the operator/driver to ensure the operator/driver sees you and confirm they understand your intentions.
- Confirm with the site supervisor what type of traffic or mobile equipment may be operating in your work zone and the precautions taken.

Do Not

- Walk beside, in front, or behind mobile equipment that is operating, unless you are acting as a signaller and the operator / driver understands your role.
- Position yourself in the swing radius of articulating machinery.
- Assume an operator can always see you.
- Use the bucket of a machine as a work platform or as a means of personnel transport.
- Use equipment you do not have the required training for or have not been approved to operate.

Hot Work

- Whenever there is the potential for the outbreak of fire (welding, grinding etc.) and/or whenever there is an open flame (welding, soldering, etc.) in use, workers must ensure that they are equipped with an appropriate 4A40BC Fire Extinguisher readily available in the event of fire.
- Remove all combustible or flammable materials from the hot work zone.
- Review all safe work procedures with workers prior to work starting.
- Workers must discuss with the site supervisor all hot work procedures and polices prior to starting work.



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Propane and Gas Cylinders

- Only competent authorized workers are to handle, and set-up propane fueled equipment (these workers must have proof of training available).
- Gas cylinders to be used, stored and handled as per the Regulations and instructions from the SDS sheet.
- Workers using welding gases must be competent to perform the work.
- Propane cylinders must always be stored or transported in an upright position.
- Propane storage in work areas – all propane must be set up away from potential ignition sources and secured on a level surface.
- Identification of cylinders must be posted (propane, Oxygen, Acetylene). Signage must indicate whether it is flammable liquids or gases. A no smoking sign must also be present.
- Propane transportation on site – secure propane in an upright position on the dolly to cart single cylinders around the site.
- When transporting to and from site, the cylinder(s) must be secured in an upright position free from potential puncturing/falling over and must be stored in an appropriate means (in a well-ventilated area).

Scaffolding

- The erection and dismantling of scaffold must be carried out under the supervision of a competent person.
- Scaffold must be erected in accordance with the manufacturer's requirements (e.g., braces, connecting pins, screw jacks, base plates, guardrails, etc.) using only components in good repair.
- Scaffolds must be erected, used, and maintained in a reasonably plumb condition using sound mudsills capable of supporting the scaffold and any loads to which it may be subjected.
- Scaffold planks must be of good quality; free of defects such as loose knots, splits, or rot; measuring 51 mm x 254 mm (2" x 10") in cross section with No. 1 grade spruce.
- Scaffold platforms and other work platforms (benches) must be at least 46 cm (18 inches) wide and if they are over 2.4 meters (8 feet) high, they must be planked across their full width.
- Scaffolds must be tied into a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing.
- Where scaffolds cannot be tied into a building, adequately secured guy lines must be used to provide stability.
- Scaffold planks must be securely fastened to prevent them from sliding (e.g., cleats).
- Remove ice, snow, oil, grease, and other slippery material from the work platforms and/or treat the surfaces to eliminate slip hazards.
- Rolling scaffold must be equipped with braking devices on each castor and locked when a worker is on it. If it needs to be moved, the worker must be tied off.
- Scaffolding or other work platforms must not be loaded in excess of the allowable limits. Other work platforms may include makeshift scaffold, sub-floors, etc. When unsure of the allowable load limits for the platform, engineers must be consulted, and allowable load limits must be established by the engineer.
- Ensure properly erected and secured ladders are used to access scaffold.

Signage

- Appropriate signage will be provided by the constructor as required to ensure the appropriate identification of construction areas, access routes, parking areas, and hazardous or restricted areas.
- Signage must also be supplied by the subcontractor where required to identify hazards to other workers, the general public or occupants of existing buildings. In addition to signage, hazardous areas or operations must be restricted from access by unauthorized persons.



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Signallers

- Subcontractors must provide signallers who are competent workers and who have received the appropriate training and written instructions, for any task that requires one.
- The use of a signaller includes traffic control, reversing vehicles, overhead hazards, lifting loads and utility work.
- For reversing vehicles, a dedicated signaller and operator/driver must establish a method of communication.
- Signs will be posted on the project warning of reversing vehicles.
- Operators/drivers are instructed to follow all instructions from the signaller.
- If an operator or driver loses sight of a signaller, they must stop immediately and investigate.

Spills

- If a subcontractor causes a spill of any substance that may cause an adverse effect on the environment or to the worksite, take all safe precautions to stop or control the spill.
- Follow the spill control procedures for the site.
- Notify the J-AAR site supervisor immediately.
- Participate in any reporting required to authorities or the Ministry.
- Help with coordination efforts to clean up and remediate the area of the spill.

Traffic Control

- Subcontractors must ensure that appropriate traffic control persons (TCP's), barricades and signage is installed on public or private ways on the project to protect workers, and the general public
- TCP's must be trained for their task and be provided with verbal and written instructions at the project.
- A traffic control plan must be developed and approved prior to setting up traffic control. This includes the typical layouts described in OTM Book 7.
- The J-AAR site supervisor must approve all traffic control plans and inspect them once they are setup and operating.
- Traffic plans must also incorporate any required protections for pedestrians (ie sidewalks closed, fenced pathways etc.).

Treatment of Snow and Ice

- When possible, the constructor is responsible for and will take measures for the treatment of accumulation of ice/snow on access routes and/or work areas which create slip hazards.
- Always exercise caution when walking during inclement weather conditions.
- Report any weather related hazards to the site supervisor.
- Keep pathways, entryways and exit routes clear of materials and equipment to allow access for snow removal when required.
- Always use blocking to keep materials from freezing to the ground or other surfaces.
- If the conditions are such that the treatment of the surfaces would not be practical, therefore leaving the work area slippery, workers must refrain from working in such areas until they can be made safe.

Trenches and Excavations

- Where personnel are required to enter a trench or excavation, proper means of access/egress must be provided, and the trench or excavation must be properly sloped, shored or trench boxes used where required.
- When a worker is in a trench, a worker must be stationed above to alert the workers in the trench if any unsafe conditions develop.



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- Workers must always stay within the protected area of the trench. No one may enter an unprotected trench, no matter how short the period of time.
- Soil conditions and protective systems must be regularly inspected by the supervisor.
- Materials, equipment, or machinery must be stored or used at least 1 metre (3') from the edge of any excavation or trench wall. No person shall operate machinery/equipment in such a manner as to affect the stability of an excavation/trench wall.
- Underground utilities must be located and protected during excavation.

Utility Procedures

- All locates must be completed and available onsite before any digging occurs.
- Locates must be valid and current for the area of excavation.
- Private utilities may also be present on a project- always discuss the work area with the site supervisor prior to working.
- Review the ESA and TSSA guidelines for procedures on daylighting and working around buried natural gas and hydro utilities.
- Overhead utilities – whenever there is a danger of equipment, persons and/or materials encroaching on the minimal allowable distances or making contact with any energized electrical conductors, procedures must be followed in accordance with the Construction Regulations.
- Until verified, always treat utilities as live and take appropriate precautions.
- If any utility is damaged, notify the site supervisor.
- In an emergency, call 911.

Utility Knives

- Knives shall be self-guarding or shall be equipped with a self-retracting blade.
- Always cut away from the direction of your body
- Do not leave them laid out unattended.
- Hands must not be in the cutting path.

Work at Heights

- All work areas that may have fall hazards, as prescribed by the Construction Regulations or by J-AAR, must be protected by fall protection for workers.
- Fall protection includes guardrails, travel restraint, fall restriction, and fall arrest.
- Any worker using a fall protection device, which includes harnesses, must be trained by an accredited Working at Heights Program.
- Only training providers and programs approved by Ontario's Chief Prevention Officer are considered accredited.
- All fall protection devices must be CSA approved. Devices must be inspected by a competent worker prior to use.
- A work at heights procedure must be developed for the specific tasks.
- If fall arrest is used, a fall rescue plan must be developed.
- All plans must be reviewed and approved by the J-AAR project team prior to work starting.
- All workers must review the work at heights and rescue procedures prior to work starting.



Subcontractor Safety Package

Section 3: Safety Submittals

Subcontractor Safety Submittals

Company Name:

Project Name / Location:

Subcontractor Personnel	Name	E-Mail	Contact #
Project Manager			
Supervisor			
Safety Representative (5 or more Workers)			
Emergency Contact Person			

REQUIRED SUBCONTRACTOR SAFETY SUBMITTALS PRIOR TO ONSITE TASK ACTIVITIES	Provided?	
	Yes	No
Subcontractor Safety Commitment and Acknowledgment		
MLITSD Form 1000		
WSIB Clearance Certificate		
WSIB Injury Summary Report		
Contractor Liability Insurance. J-AAR and the client will be named holders of the policy		
Subcontractor Safety Program, with a signed and dated H&S policy. (If under 5 workers, J-AAR "FORM B- Under 5 Workers" must be completed. See Appendix below)		
Violence & Harassment policy signed and dated		
Supervisor Competency Form (FORM A. See Appendix below)		
Project Level Hazard Assessment		
Sample JHA		
Safe Work Procedures for scope of work		
Records of Training (ROT's) for all workers at the project		
WHMIS 2015 SDS sheets for products used at project		
Is the organization COR or ISO registered with a valid registration?		
Is the organization a WSIB Excellence Program Member?		



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Section 4: Safety Commitment and Acknowledgement

We, _____ declare that we are now and will continue to comply with all Statutes,
(Subcontractor Name)
including the Occupational Health and Safety Act, and all Regulations thereunder.

We, _____ declare that we will adhere to all of the following requirements:
(Subcontractor Name)

- Statutory Requirements and Legislated Requirements
- J-AAR and the Client/Owners Health and Safety Programs, and
- Subcontractor Health and Safety Policies and Procedures

We agree to indemnify and hold harmless J-AAR, (including J-AAR Civil Infrastructures Limited and J-AAR Structures Limited) and its directors, agents, and workers from and against all claims, actions, legal proceedings, demands, obligations, statutory demands, costs, legal costs for a solicitor and his own client basis and damages made or claimed against J-AAR arising out of or attributable to a breach by

_____, of its obligations under the Occupational Health and Safety Act and
(Subcontractor Name)
any Regulations made thereunder. We hereby confirm that we understand the Occupational Health, Safety and Environmental responsibilities and the J-AAR requirements detailed in the *Subcontractor Safety Package*.

Name

Title

Signature

Date

**This form expires 1 year from date of signing.



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APPENDIX

Form A

Form B



Subcontractor Safety Package

18.13 FORM A – CONTRACTOR COMPETENCY VERIFICATION

Dear Subcontractor,

The safety of staff and visitors is of paramount importance at this project.

We are committed, legally responsible, and dedicated to providing a healthy, safe, and environmentally responsible workplace for all our workers, subcontractors and visitors. In order to fulfill this responsibility, we require all workers who direct/organize work on our projects meet the legislated requirements for their scope of work. This includes competency and training.

Name	Contact Number	E-mail Address
------	----------------	----------------

1.		
2.		
3.		

I hereby declare that the above-mentioned supervisors will work in compliance with the Occupational Health and Safety Act, applicable Regulations, J-AAR’s health and safety and environmental program, and our company’s health and safety program. In addition, we will review the Site-Specific Safety Plan (if available), and applicable safe work procedures with all workers prior to arrival on site and ensure proof of training is maintained.

No supervisor other than those listed above or attached by addendum shall work on this project in a supervisory role.

Signature

Title

Date



Subcontractor Safety Package

18.14 FORM B – REQUIREMENTS FOR CONTRACTORS WITH FIVE (5) OR LESS EMPLOYEES

Dear Subcontractor,

The safety of our workers and visitors is of paramount importance to us. We are committed, dedicated to, and legally responsible for providing a healthy, safe, and environmentally responsible workplace for all our workers, subcontractors, and visitors.

Subcontractors are required to meet or exceed relevant legislative standards including as a minimum:

- Worker Awareness in 4 Steps (Ontario) and training on worker rights, responsibilities, and duties according to provincial legislative requirements
- Supervisor Awareness in 5 Steps (Ontario) or training on supervisor rights, responsibilities, and duties according to provincial legislative requirements, or equivalent.
- A current, signed Health & Safety Policy
- A current, signed Violence & Harassment in the Workplace Policy

Subcontractors who do not have a health and safety program that meets the requirements of our health and safety management system shall abide by our J-AAR policies, and safe work procedures that apply to the scope of work.

In addition, subcontractors must follow the direction of our management and supervision while on the project.

All contractors are required to attend a site-specific safety orientation before being permitted unescorted access to the project.

When required, each worker is required to attend the morning safety meeting. Where workers are unable to attend the morning safety meeting, they are required to review the daily risk assessment and relevant Job Hazard Analysis with the appropriate supervisor prior to starting work.

Subcontractors shall provide a copy of their company's Health & Safety Policy, Violence & Harassment in the Workplace Policy, applicable procedures and a hazard assessment for their scope of work. In addition, training records, as required for all workers at the project.

If using J-AAR safe work procedures, your company will be provided with copies of these documents relevant to the scope of work. Proof of worker review and/or training prior to work commencing is required.

I hereby declare that, _____ will work in compliance with the standards set out above.
(insert company name)

Signature

Title

Date