



CONTRACTOR HEALTH, SAFETY AND ENVIRONMENTAL HANDBOOK

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2. Health and Safety Policy

2.1. Policy Statement

At JCCLP, our company vision is “a safe, comfortable, sustainable world.” We conduct business in a way that is protective of the health and safety of our people, those working on our behalf, our customers, our shareholders, the environment, and the communities in which we operate. We embrace a “Zero Harm” goal in which we believe all incidents are preventable and this also extends to environmental harm.



Our Zero Harm
Commitment.pdf

2.2. Requirements

JCCLP will meet or exceed all applicable health and safety legislative requirements as well as other associated health and safety standards to which we and/or our clients subscribe. JCCLP will require its contractors to maintain a level of safety equivalent to that of JCCLP Team Members while at JCCLP workplaces. JCCLP will also stay abreast of industry best practices to protect our most asset, our people.

JCCLP is committed to managing health and safety risks using an appropriate series of controls.

JCCLP will ensure that employees are involved in decisions that have an impact on their health and safety. JCCLP will provide its team members with the information, training, tools, procedures, and support required to do their jobs safely.

Through robust hazard reporting, organizational accountability, and management review, JCCLP will assess its health and safety performance. JCCLP will set health and safety targets as part of its annual business planning process. Performance will be regularly measured and evaluated to ensure the effectiveness of JCCLP’s health and safety management system.

JCCLP will ensure that this policy is communicated to, and understood by, our Team Members and subcontractors who are involved in the delivery of work on behalf of our clients. The Policy will be made available to all interested upon request.

2.3. Accountabilities

All team members are accountable for performing work safely in accordance with company requirements and for identifying, communicating and, where appropriate, correcting workplace hazards in order to protect themselves, their co-workers, or the public from harm. Line management is accountable for the effective implementation of the health and safety program within their respective organizations and for reporting on their health and safety performance.

3. Environmental Policy

3.1. Policy Statement

Environmental stewardship is a cornerstone of the JCCLP operating philosophy. It is a value embedded in our corporate culture, and a practice reflected in our environmental management system and our business processes. Not only do we manage environmental impacts resulting



from self-performed and subcontractor-delivered services, we also manage our clients' impact on the environment in thousands of buildings. We are the industry leader in workplace management solutions, and our focus on sustainable resource use, emission reductions, pollution prevention, climate change mitigation, and protection of biodiversity and ecosystems has helped to position us there.



Environmental
Policy 2014 Bill Jacks

3.2. Requirements

JCCLP will meet or exceed all applicable environmental legislation as well as other associated environmental standards to which we and/or our clients subscribe. JCCLP and its Team Members are also committed to conducting our operations in a manner that minimizes any environmental impacts.

Our Team Members understand the importance of environmental and social responsibility at a personal and organizational level, and we foster this culture through ongoing training and education.

JCCLP is always aiming for continual improvement in our environmental practices. We set specific performance goals and targets and provide our team with the resources to achieve these objectives. Our progress related to meeting these targets is reviewed and evaluated regularly, while our overall environmental program, policy and management system are reviewed annually. Our progress in attaining these goals is published annually in our Corporate Sustainability report.

3.3. Accountability

All Team Members are accountable for conducting work in a manner that focuses on pollution prevention to reduce any impacts on the environment.

Line management is accountable for the effective implementation of the environmental programs within their respective organizations and for reporting on environmental performance.

The communication of this policy is paramount to its understanding and effectiveness. Therefore, we have taken measures to ensure that it is communicated to, and understood by, the Team Members of JCCLP and our subcontractors who are involved in the delivery of work on behalf of our clients. The Policy will be made available to all interested parties upon request.

4. Disclaimer

The intent of JCCLP' Health, Safety & Environment Document for Contractors is to provide a written overview of JCCLP' minimum policies and procedures with respect to Health, Safety and Environment (HS&E). This handbook does not address all HS&E issues which may arise during completion of work. Nor is this document intended to address or replace the Contractor's duties and requirements with respect to regulatory compliance and best practices, and in conducting work in a manner that creates a safe and healthy environment for its own employees, JCCLP, building occupants and the public. It is the responsibility of the Contractor to operate in compliance with all applicable legislation and regulations that may pertain to its activities.

Compliance with this document does not relieve the Contractor from any liability that may result from the Contractor's actions or from failure to act in accordance with applicable legislation. Where applicable, JCCLP may provide to the Contractor additional HS&E policies and procedures, relating to specific site or job requirements, which the Contractor shall comply with. This document may be modified at any time at JCCLP' discretion.

5. Purpose

The purpose of this document is to assist contractors in understanding JCCLP' minimum HS&E requirements while undertaking work at a JCCLP controlled space. This document is a general overview of JCCLP' protocols and should be used in conjunction with the Contractor's own environment, health and safety policies, procedures and programs. Contractors are responsible for controlling workplace activities and for maintaining and promoting a safe and healthy work environment. It is JCCLP' expectation that the information in this document is communicated to all the Contractor's employees and any of its subcontractors. As a large percentage of contract work is completed at non-JCCLP supervised locations, we expect Contractors to be conscientious of their HS&E practices and their reflection on JCCLP. If the Contractor is unable to meet the requirements outlined in this document, the Contractor is to notify JCCLP immediately. Assistance in meeting the requirements will be reviewed on a case by case basis.

6. Policies

JCCLP is dedicated to becoming "best in class" with respect to HS&E. Our culture is one in which health, safety and environment are not a policy – rather, it is a value that we embrace at all levels of the organization.

Our three Safety Obligations frame the safety values in a practical way:

- 1) **I Care About Myself** – putting personal safety first
- 2) **I Care About the Safety of Others** – Speak up, looking out for coworkers
- 3) **I Care About Safety** – I am open to the observations and feedback of others, and stop what I am doing to find a "Safer Way".

Our Health and Safety and Environment Policies and forms are embedded within this document. These policies are reviewed annually. JCCLP maintains both health and safety and environmental management systems and may have third party or provincial certifications in place such as COR – some contracts may also be registered to ISO 14001.

Contractors will:

- Be aware of JCCLP' HS&E policies
- Review with their designated JCCLP contact any applicable objectives, targets and environmental programs □ Comply with JCCLP' HS&E policies
- Upon request provide evidence of competency and/or compliance
- Understand the HS&E impacts related to contractor's activities and be aware of the appropriate operational controls to address any areas of risk.



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Policy-FY2021.pdf

7. Auditing

JCCLP reserves the right to audit the Contractor for its adherence to the HS&E requirements of the work being performed. An audit may include workplace inspections, visual observations, interviews, and document review, including training records, certifications, and HS&E related statistics. Action plans, including person responsible and timeline, are to be provided to the JCCLP contact for any observations noted.

8. General Requirements

8.1. Health and Safety Program

All contractors and sub-contractors must have a health and safety program in place. Upon request, contractors must submit to JCCLP evidence of a comprehensive health and safety program and other specialized plans may be required.

8.2. Subcontractors

All Contractors are required to review this manual with all sub-contractors and are responsible for ensuring that all JCCLP policies and procedures are complied with. JCCLP reserves the right to request Contractors audit their sub-contractors and forward action plans for any nonconformances.

8.3. Access and Security

Contractors are to review facility access and security requirements with their designated JCCLP contact. The Contractor is to immediately inform their JCCLP contact of any security or facility access issues

8.4. Working Alone at Remote Sites

Contractors who are working alone at remote sites must have a Work Alone Policy in place.

8.5. Behavior

All contractors are to conduct themselves in a professional manner. Behavior which violates JCCLP' policies or has the potential to endanger the safety and well-being of any of the building occupants is grounds for removal from the site.

Inappropriate behavior includes but is not limited to:

- Use, possession, distribution, offering, sale or being under the influence of alcohol, illicit drugs, illicit drug paraphernalia or non-prescribed drugs for which a prescription is legally required in Canada, while on company business or premises.
- Disorderly or violent conduct
- Theft or intentional damage to property
- Entering restricted areas
- Harassment
- Criminal activities

8.6. Housekeeping

The Contractor is to maintain a clean and orderly work area. Contractors are to clean and remove all non-hazardous solid waste and recyclables at regular intervals throughout the shift

and at the end of each shift. Required waste containers are to be provided by the Contractor. Clear access is to be maintained to and in contractor working areas. Access to electrical panels, fire extinguishers, safety showers and eyewash stations, fire hydrants and points of egress are to be kept free and clear of all obstructions unless written approval is obtained from JCCLP.

8.7. Personal Protective Equipment (PPE)

Contractors are responsible for conducting job assessments to determine the appropriate PPE necessary for the work being conducted and are responsible for its provision. Contractors must also be able to demonstrate that the employees have been trained in and conducted proper inspection, maintenance, and safe use of that equipment.

8.8. Training, Licenses and Certifications

Contractors must have all appropriate professional training, licenses and certifications required for the work being performed. Training records and copies of licenses, certifications are to be made available upon request. Contractors are to have their own HS&E program and be able to confirm in writing that the Contractor's employees have received and understood all health, safety, and environment training appropriate to the scale of work being undertaken.

8.9. Hazard Identification / Stop Work & Reporting

It is the Contractor's responsibility to be aware of all dangers or hazards associated with the work performed and the work environment and to remove and / or control the hazard or danger prior to commencement of work.

All potential or existing dangers or hazards observed by the Contractor shall be reported to the designated JCCLP contact. Any danger or hazard observed beyond the control of the Contractor is to be reported to the designated JCCLP contact immediately and the Contractor is to avoid the hazard or danger until it is eliminated or controlled. The Contractor may not conduct any work that may result in a danger or hazard to people, environment, or property. Where an existing danger or hazard is present, or where the Contractor reasonably believes that an imminent danger or hazard is present, the Contractor has the right to stop work so that the danger or hazard is eliminated or safe work practices are incorporated. For the purposes of this policy, a danger or hazard may include, but is not limited to:

- A situation for which the individual is not properly trained or experienced
- A situation for which the individual is not equipped (i.e. safety or personal protective equipment)
- A situation where the individual believes that proper procedures and work practices are not being followed
- A hazard that is not typical to the individual's work activities or job.
- A worker unfit for work due to the influence of alcohol or illegal or mind-altering substances
- A danger that would normally stop work in the affected area
- A situation where the environment may be adversely affected, and regulatory authorities would be involved
- A situation which may result in equipment / property damage

Any stop work situations are to be reported immediately to the JCCLP contact. The designated JCCLP contact is to be advised of the danger or hazard, the corrective action and when the situation is resolved.

8.10. First Aid / Medical Emergencies

All Contractors are responsible to ensure that first aid, emergency medical services and transportation are provided to its employees. Contractors are also required to provide trained first aid personnel, supplies, and equipment as applicable. It is possible that professional medical aid may be available at some locations. Please review potential assistance with your JCCLP contact. Any access to professional aid does not release the Contractor of ensuring emergency assistance is provided to its employees.

8.11. Accident / Incident Investigation and Reporting

Contractors are required to report all accidents / incidents, regardless of severity, to their JCCLP contact on the JCCLP Incident Injury Report Form. All incidents resulting in serious injury or illness, damage to property or equipment or environmental contamination are to be reported to JCCLP immediately. All near misses that may have resulted in serious injury or illness, damage to property or equipment or environmental contamination are also to be reported immediately. Contractors must also report immediately to JCCLP any unplanned or uncontrolled fire, explosion, flood, or any collapse or failure of a building or structure. Where the incident resulted in a recordable injury (time loss and / or medical aid sought) or where a regulatory authority must be contacted (e.g., Ministry of the Environment or Ministry of Labor), JCCLP is to be notified concurrently and a copy of the investigation report is to be forwarded upon completion. It is the Contractor's responsibility to contact the appropriate regulatory authority when it is required due to the nature of the incident. Where reporting of an incident to a regulatory authority is required, the Contractor shall comply in accordance with applicable health and safety legislation in the course of any subsequent investigation or inspection and, where required, the incident scene shall not be disturbed or altered until the site is released by the appropriate regulatory authority.



Incident.Investigati
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8.12. Emergency Evacuation

To ensure personal safety, Contractors are required to be aware of the entire emergency evacuation procedures for the location of work. Review this information with your JCCLP contact.

8.13. Work Area Protection and Hazard Notification

All work areas must be appropriately barricaded and signage where required. Contractors are responsible for providing signs, cones, plastic sheets, guardrails, and other materials to create an effective barricade to isolate the work environment from the building occupants and to prevent unauthorized access. Any requirements to block means of egress, fire, life, or other safety equipment must first be approved by the JCCLP contact. Signs and barricades may not be removed until the work is completed, or all hazards are eliminated. Where the work being conducted may create a temporary hazard to the building occupants (e.g., wet floor) the Contractor shall ensure the appropriate signage and / or barriers are posted. The signs / barriers may not be removed until the hazard is eliminated. Where work being conducted could affect the health, well-being, or comfort of the building occupants (e.g., paint fumes) the Contractor shall inform the building occupants through the JCCLP contract prior to the start of work.

8.14. Tools and Equipment

Contractors are responsible to provide their own tools, equipment and vehicles and are required to conduct the work in a safe manner in accordance with all regulatory requirements. Contractors are responsible for the safe operation of any equipment brought on location and must be able to demonstrate that all operators of said tools and equipment are trained and qualified to do so. Contractors are also responsible for the inherent integrity of the tools and equipment itself and must be able to demonstrate that the equipment has been properly maintained and is safe for use.

8.15. JCCLP Owned Tools and Equipment

Unless written authorization is obtained, Contractors may not use JCCLP owned or leased tools or equipment. In cases of written authorization, Contractors will provide copies of any training records / certifications required to operate the tools and / or equipment.

8.16. Power Tools

All power tools are to be double insulated or equipped with grounded power cords. Ground Fault Interrupters (GFI) or other similar devices must be used in wet or damp locations. The Contractor's employees must be properly trained in their use and the tools are to be maintained in a safe operating condition.

8.17. Explosive Actuated Tools

Any Contractors using explosive actuated tools must be competent, trained and certified as required. The Contractor is to ensure that all explosive actuated fastening tools are properly inspected before and after each use and that no alterations be carried out to any protective guards. The contractor shall ensure that all requirements regarding safe use, storage and removal process is carried out in accordance with the appropriate legislation. Equipment is to be properly maintained and all Contractors are to be trained in its use and safe operation.

8.18. Electrical Safety

It is the Contractor's responsibility to have a safe electrical program as required. Contractors working on or near live equipment must be qualified to do so. Contractors must not work on low or high voltage unless specifically retained to do so. Energized parts, circuits, panels, and other equipment must be properly guarded. Unguarded energized parts must not be left unattended. All electrical devices must be properly grounded or double insulated.

8.19. Ladders

All Contractor ladders must be labeled with the Contractor's name. Ladders shall always be maintained in good condition and inspected prior to use. Employees using ladders must do so in a safe and responsible manner. Any defective ladders are to be tagged as such and removed from site.

8.20. Working at heights

It is the Contractor's responsibility to select the appropriate fall protection measures for the work to be performed. When working at heights, the area below is to be cordoned off as the work area

protection requires. Contractors must be able to demonstrate that all equipment has current inspection certificate and is maintained as per regulatory requirements and that all personnel have current and appropriate training.

8.21. Scaffolding

All scaffolding is to be erected, maintained, and inspected in accordance with all applicable regulations, codes, and engineering practices. The Contractor is to ensure competent supervision of any modification process and have written approvals of such modifications. Precautions must also be taken to ensure that each scaffold does not exceed structural or design limits set out by applicable provincial legislation. The Contractor must also provide all scaffolds and safety equipment required for the entire project. Copies of the inspection reports are to be available upon request

8.22. Industrial Powered Vehicles, including Lifting Devices

All Contractors operating industrial powered vehicles must be trained and licensed or certified in the operation of the equipment to be used. If the contractor finds it necessary to JCCLP equipment, this must be preceded by approval from a JCCLP representative.

8.23. Motor Vehicles

All Contractors operating motor vehicles are to have and maintain a valid driver's license and a responsible driving record. Contractors must exercise due caution when driving on customer sites.

8.24. Material Handling

All Contractors involved in manual material handling should be aware of and trained in proper material handling procedures and are to use material handling equipment where appropriate. Equipment is to be properly maintained and all Contractors are to be trained in its use and safe operation.

8.25. Noise

Contractors must work in a manner that does not create a disruption to the normal course of business. Any activity that produces noise that interferes with the business operation must be completed during off-hours, or with prior approval. Contractors shall ensure that their employees have proper and adequate noise and hearing protection.

8.26. Lighting

Contractors shall ensure that proper and adequate workplace lighting is provided in accordance with applicable legislative and regulatory requirements.

8.27. Working in cold and hot environments

Contractors are to have policies and procedures in place to ensure their employees are appropriately protected when working in cold and hot environments.

8.28. Asbestos Containing Material (ACM)

It is possible that the Contractor may be working in an area where asbestos containing material (ACM) is located. Please review potential ACM locations with your JCCLP contact prior to



commencing work. The presence of various friable and or non-friable ACM has been identified or is presumed to be present at all JCCLP managed facilities constructed prior to 1992. The contractor / service provider shall review prior to their work, the building asbestos survey or asbestos notification letter (attached in appendix A), either or shall be placed in the site hazard station. Buildings without a hazard station, asbestos survey or notification letter are to be regarded as buildings that may contain ACM. Contractors may not intentionally disturb ACM unless specifically retained to do so, in which case JCCLP' Asbestos Management Program and all Client requirements must be followed. If a Contractor unintentionally disturbs suspected or known ACM, stop work and immediately inform your JCCLP contact.

8.29. Mold

The Contractor is to notify the designated JCCLP contact if any mold or mildew is observed in the work location. The Contractor must not disturb an area suspected to be contaminated with mold.

8.30. Infection Control

All Health Care Centers where the Contractor will be performing construction / maintenance will adhere to the Infection Control and Dust Containment requirements as per Canadian Standards Association CSA Z317.13-12 documentation titled Infection Control during Construction, Renovation or Maintenance of Health Care Facilities (2012).

8.31. Halocarbon Management

Contractors that work on systems that contain halocarbons are required to manage those systems in accordance with JCCLP policy. JCCLP policy dictates that Federal legislation shall be applied in every circumstance. Contractors are required to report any halocarbon release regardless of the quantity to JCCLP immediately. All contractors shall adhere to their legislative requirements of having ODS or ODP qualified personnel to maintain the systems. All leak test tags and onsite report logs shall be updated and or provided by the contractor. Only JCCLP approved leak-test tags will be utilized.

8.32. Site Specific Hazards / Requirements

Any site-specific hazards or requirements not covered by this manual should be identified, reviewed, assessed, and controlled with the JCCLP contact immediately.

9. Requirements JCCLP Notifications / Permits

9.1. Fire and Life Safety

Contractors are to provide their own fire protection equipment as required, including but not limited to fire extinguishers. Use and storage of flammable and combustible materials must be conducted in accordance with all codes and regulation and their use and storage must be approved by the JCCLP contact prior to bringing the material on-site. Contractors may not conduct any work that will affect the building's fire life safety systems unless specifically retained to do so and the JCCLP contact is aware of and approved the timing of the work prior to its commencement.



9.2. Hazardous Materials Management, including compressed gases

Contractors are required to obtain permission prior to bringing hazardous materials to a work location.

Quantities brought and maintained at location of work should be minimized and appropriate to the nature and scope of work.

Contractors must maintain an updated inventory of hazardous materials on-site; current (SDS) Safety Data Sheets are to be located in proximity to the hazardous materials storage and areas of use and must be accessible to JCCLP and emergency response personnel.

It is the Contractor's responsibility that all hazardous materials are properly handled and stored in accordance with all regulatory and code requirements and all WHMIS labeling requirements are met.

It is also the Contractor's responsibility to have an appropriate spill response plan and required equipment in place.

The Contractor must be able to demonstrate that its employees have received WHMIS training and are knowledgeable in spill response appropriate to the material at the work location.

Any releases or spills that results in a requirement to contact a regulatory authority must be investigated and reported as per the Accident / Incident Investigation and Reporting section.

All Contractors must be able to demonstrate that its employees involved in the transporting of hazardous materials have Transportation of Dangerous Goods training appropriate to their role.

All hazardous waste generated should be managed by the contractor and respecting all regulations be it provincial, federal or site specific.

Lock-out / Tag Out

It is the Contractor's responsibility to have a hazardous energy control program in place (Lockout/Tag out) if they are involved in maintaining and / or repairing equipment. This program is to be available to JCCLP for review upon request. Prior to initiating a lockout / tag out, the Contractor must inform the JCCLP contact of the location and estimated duration of the equipment lockout / tag out and will conduct a review of all energy sources and the equipment specific written procedure.

9.3. Welding / Cutting (Hot Work)

It is the Contractor's responsibility to have a hot work program. The Contractor must inform their JCCLP contact and have a Hot Work permit issued prior to the start of any hot work. If hot work is being conducted within a building, it must be planned (through scheduling, engineering controls etc.), to minimize building occupant's exposure to fumes and other hazards. Precautions must also be undertaken to prevent interference with fire life safety systems. A work and post-work spotter is required where there is a risk of fire or where the fire life safety systems are impaired or offline. The Contractor is responsible for providing all fire protection equipment and personnel.

9.4. Confined Space

A Contractor may only enter a permit restricted confined space upon review of the specific confined space entry procedure and issuance of a JCCLP Confined Space Entry and other applicable permits. The JCCLP contact must be informed prior to an entry. It is the Contractor's responsibility to provide their own safety equipment including PPE, monitoring and rescue equipment.

9.5. Crane, Hoist, and Other Lift Equipment

Contractors will obtain approval from their JCCLP contact prior to bringing on-site and using cranes, hoists, and other lifting equipment. All operators must be trained and certified in the equipment being used. The equipment is to be maintained as per the manufacturer's recommended maintenance and safety requirements and an up-to-date inspection report certifying the equipment is to be available upon request. A copy of the crane hand signals that will be used are to be posted. The Contractor must ensure that loads never exceed the set limits and that suspended loads are never left unattended.

9.6. Worksite Inspections

JCCLP requires all contractor worksites to be inspected for hazards, when found corrected or isolated as per the applicable provincial / federal legislated regulations. JCCLP requires that all worksites are to be inspected regardless of size or scope of work. Required frequencies are at the start of a project, when site conditions change, after an accident or at a minimum once per month thereafter. All inspection reports shall be without delay forwarded to the contractor's JCCLP contact person. In cases where the contractor does not have an Inspection report, they can use the JCCLP (Job Site Inspection form) which can be obtained from the contractor's JCCLP contact person.



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10. Appendix A

10.1. Contractor / Service Provider Asbestos Notification

JCCLP Letter of Notification

WORKING WITH ASBESTOS CAN BE EXTREMELY DANGEROUS INHALING ASBESTOS FIBERS CAN CAUSE VARIOUS TYPES OF LUNG DISEASE, MESOTHELIOMA OR CANCER.

Asbestos may be present in the following materials as listed: Cement Pipes, Cement Wallboard, Cement Siding, Asphalt Floor Tile, Vinyl Floor Tile, Vinyl Sheet Flooring, Flooring Backing, Constructions Mastics, Acoustical Plaster, Decorative Plaster, Textured Paints/Coatings, Ceiling Tiles and Lay-in Panels, Spray-Applied Insulation, Blown-in insulation, Fireproofing Materials, Taping compounds (thermal), Packing Materials, High Temperature Gaskets, Laboratory Hoods/Tabletops, Laboratory Gloves, Fire Blankets, Fire Curtains, Elevator Equipment Panels, Elevator Brake Shoes, HVAC Duct Insulation, Boiler Insulation, Breaching Insulation, Flexible Fabric Ductwork, Cooling Towers, Pipe Insulation, Heating and Electrical Ducts, Electrical Panel Partitions, Electrical Cloth, Electric Wiring Insulation, Chalkboards, Roofing Shingles, Roofing Felt, Base Flashing, Thermal Paper Products, Fire Doors, Caulking/Putties, Adhesives, Wallboard, Joint Compounds and Spackling, Vinyl Wall Coverings.

The presences of various friable and or non-friable asbestos containing material (ACM) have been identified or are presumed to be present at all JCCLP managed facilities constructed prior to 1992. The contractor / service provider shall review prior to their work, the building asbestos survey or asbestos notification letter, either or shall be placed in the building's logbook. Buildings without a logbook, asbestos survey or notification letter are to be regarded as buildings that may contain ACM. Where applicable JCCLP will review with the contractor / service provider personnel the locations of known ACMs as noted on the asbestos survey. The JCCLP Asbestos Management Program applies to all maintenance, repair and renovation work that may disturb asbestos materials. The disturbance of asbestos building materials may only be undertaken by qualified contractors who have received training in asbestos-related precautions and procedures (as per the provincial / federal Occupational Health Safety Act and the governing regulations). As a condition of your contract to provide services and materials to

JCCLP, the contractor / service provider shall not disturb asbestos-containing materials without prior notification to JCCLP. The contractor / service provider and its workers, while at any location will follow all procedures specified by the JCCLP Asbestos Management Program.

Thank you for your ongoing support



11. Appendix B

11.1. JCCLP Required Project Specific Safety Documents

11.1.1. Signed and Initialed JCCLP Contractor Handbook

This document must be read and initialed and signed by the contractor's representative and provided to the PM prior to work beginning.

11.1.2. Job Hazard Assessment

A job Hazard Assessment must be done prior to work commencing on a site and depending on the project Job Hazard Assessments must be completed when worksite conditions change, or a new Hazard is introduced into the worksite.

The contractor is to have, at minimum, the above documentation provided to the Project Manager at the start of a project.



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11.2. The following documentation must be provided to the PM as soon as possible during the project if applicable.

11.2.1. Pre Project Safety Inspection

Where the project involves alterations to the structure of the building a Pre Project Safety Inspection is to be completed to identify any risks to the tenants of the facility as well as the workers completing the task.

11.2.2. Project Safety Plan

If applicable a Project Safety Plan should be completed prior to a project beginning and to be available and reviewed by all personnel on site prior to commencing work.

11.2.3. Site Safety Orientations

Where one or more individuals are working on a jobsite a Site Safety Orientation must be done in order for the worker(s) to familiarize themselves with the environment they will be working in. There may be Site Specific Rules that will only apply to that location and all workers must be made aware of these rules.

11.2.4. Emergency Response Plan

In case of an emergency there must be a plan in place to respond to the situation. This must be provided to the PM in charge of the project.

11.2.5. Toolbox/Safety Meetings

A Toolbox or Safety Meeting must happen at the beginning of a project and should take place periodically throughout the project as well. The minutes of these meetings must be provided to the PM.



JCI-Subc.ToolTalk

11.2.6. Work Permits (Lockout/Tag out, Hot Work)

A work permit system must be in place as required.

11.2.7. Incident Reports - Near Misses

Any incident or near miss that occurs on a JCCLP Project is to be immediately reported to the PM and appropriate documentation including any investigation material provided within 72 hours unless client requirements dictate otherwise.



12. CONTRACTOR ACKNOWLEDGEMENT

I _____, the Contractor (or the Contractor Representative), by signing this document acknowledge that I have read and understand the rules and policies outlined in the previous pages. I also acknowledge receipt and acceptance of the JCCLP “**Contractor Health, Safety and Environmental Policy Handbook**”.

Company Name (Please print)

Signature (Contractor / Contractor Representative)

Name (Please print)

Title / Position

Date