



**CONTRACTOR**

**HEALTH, SAFETY AND  
ENVIRONMENTAL POLICY  
HANDBOOK**

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## **DISCLAIMER**

The intent of BLJC's Health, Safety & Environment Policy Document for Contractors is to provide a written overview of BLJC's 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 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, BLJC, 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, BLJC 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 BLJC's discretion.

## **PURPOSE**

The purpose of this document is to assist contractors in understanding BLJC's minimum HS&E requirements while undertaking work at BLJC controlled space. This booklet is a general overview of BLJC's 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 BLJC's 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-BLJC supervised locations, we expect Contractors to be conscientious of their HS&E practices and their reflection on BLJC.

In the event that the Contractor is unable to meet the requirements outlined in this document, the Contractor is to notify BLJC immediately. Assistance in meeting the requirements will be reviewed on a case by case basis.

## **POLICIES**

BLJC is dedicated to becoming "best in class" with respect to HS&E. Our culture is one in which health, safety and environment are more than words in our value statement, they are integrated into our daily activities and are part of our culture.

Our Health and Safety and Environment Policies are located in Appendix A. These policies are reviewed annually.

BLJC maintains both health and safety and environmental management systems and is registered to ISO 14001 for certain contracts.

Contractors will:

- Be aware of BLJC's HS&E policies
- Review with the BLJC contact any applicable objectives, targets and environmental programs.
- Comply with BLJC's HS&E policies
- Upon request, provide evidence of competency and/or compliance
- Understand the HS&E impacts related to its activities and be aware of any operational controls

## **AUDITING**

BLJC reserves the right to audit the Contractor or require the Contractor to self-audit its adherence to the HS&E requirements of work 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 time line, are to be provided to the BLJC contact for any observations noted.

## **GENERAL REQUIREMENTS**

### **Health and Safety Program**

All contractors and subcontractors must have a health and safety program in place. Upon request, contractors must submit to BLJC evidence of a health and safety program and other specialized plans as may be required.

### **Subcontractors**

All Contractors are required to review this manual with all subcontractors and are responsible for ensuring that all BLJC policies and procedures are complied with. BLJC reserves the right to request Contractors audit their subcontractors and forward action plans to BLJC for any non-conformances.

### **Facility access and security**

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

### **Working Alone at Remote Sites**

Contractors who are working alone at remote sites are to have a working alone program in place.

### **General Behavior**

All Contractors are to conduct themselves in a professional manner. Behavior which violates BLJC's 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
- Misuse of property
- Entering restricted areas
- Harassment
- Criminal activities

### **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.

### **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 BLJC contact. Any danger or hazard observed beyond the control of the Contractor is to be reported to the BLJC 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 BLJC contact. The BLJC contact is to be advised of the danger or hazard, the corrective action and when the situation is resolved.

### **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 services, supplies, and equipment as applicable.

It is possible that professional medical aid may be available at some locations. Please review potential assistance with your BLJC contact. Any access to professional aid does not release the Contractor of ensuring emergency assistance is provided to its employees.

### **Accident / Incident Investigation and Reporting**

Contractors are required to report all accidents / incidents, regardless of severity, to their BLJC contact on the BLJC 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 BLJC 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 BLJC any unplanned or uncontrolled fire, explosion or flood, as well as 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), BLJC 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.

### **Emergency Evacuation**

In order to ensure personal safety, Contractors are required to be aware of all the emergency evacuation procedures for the location of work. Review this information with your BLJC contact.

### **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 and at the end of the shift. Required 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 is to be kept free and clear of obstructions unless written approval is obtained from BLJC.

### **Work Area Protection and Hazard Notification**

All work areas must be appropriately barricaded and signed 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 BLJC 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 BLJC contract prior to the start of work.

### **Personal Protective Equipment (PPE)**

Contractors are responsible for conducting job assessment 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.

### **Tools and Equipment**

Contractors are responsible to provide their own tools, equipment and vehicles and 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.

### **BLJC Owned Tools and Equipment**

Unless written authorization is obtained, Contractors may not use BLJC 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. The contractor will also sign the BLJC "Loan of Equipment" waiver.

### **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

### **Explosive Actuated Tools**

Any Contractors using explosive actuated tools are 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.

### **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.

### **Ladders**

All Contractor ladders must be labeled with the Contractor's name. All ladders are to be maintained in good condition at all times 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.

### **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 is inspected and maintained as per regulatory requirements and that all personnel have current and appropriate training.

### **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.

### **Industrial Powered Vehicles, including Lifting Devices**

All Contractors operating industrial powered vehicles must be trained and licensed or certified in the operation of the particular equipment to be used. If the Contractor has received written authorization to use BLJC equipment, the "Loan of Equipment" waiver must be signed prior to use and all BLJC process and procedures with respect to the equipment must be followed.

### **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.

### **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.

### **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. Contractors shall ensure that their employees have proper and adequate noise and hearing protection.

### **Lighting**

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

### **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.

### **Asbestos Containing Material (ACM)**

It is possible that the Contractor may be working in an area where ACM is located. Please review potential ACM locations with your BLJC contact prior to commencing work. The presences of various friable and or non friable asbestos containing material (ACM) have been identified or are presumed to be present at all BLJC managed facilities constructed prior to 1990. 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 buildings log book. Buildings with out a log book, 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 BLJC's 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 BLJC contact.

### **Mould**

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

### **Site Specific Hazards / Requirements**

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

## **REQUIREMENTS BLJC NOTIFICATION / PERMITS**

### **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 BLJC 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 BLJC contact is aware of and approved the timing of the work prior to its commencement.

### **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 Material Safety Data Sheets are to be located in proximity to the hazardous materials storage and areas of use and must be accessible to BLJC 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 by the Contractor is to be removed through BLJC unless written authorization is received.

#### **Lockout / 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 BLJC for review upon request. Prior to initiating a lockout / tag out, the Contractor must inform the BLJC 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.

#### **Welding / Cutting (Hot Work)**

It is the Contractor's responsibility to have a hot work program. The Contractor must inform their BLJC 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 off-line. The Contractor is responsible for providing all fire protection equipment and personnel.

#### **Confined Space**

All Contractors entering a permit restricted confined space must follow BLJC's confined space business process and permit requirements. A Contractor may only enter a permit restricted confined space upon review of the specific confined space entry procedure and issuance of a BLJC Confined Space Entry and other applicable permits. The BLJC 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.

#### **Crane, Hoist, and Other Lift Equipment**

Contractors will obtain approval from their BLJC 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.

#### **Worksite Inspections**

BLJC requires all contractor worksites to be inspected for hazards, when found corrected or isolated as per the applicable provincial / federal legislated regulations. BLJC 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 there after. All inspection reports shall be without delay forwarded to the contractor's BLJC contact person. In cases where the contractor does not have an Inspection report they can use the BLJC (HSE-S02-E Workplace Safety Checklist Audit Form) which can be obtained from the contractor's BLJC contact person.

## APPENDIX A



# BLJC GROUP OF COMPANIES HEALTH AND SAFETY POLICY

The safety and well being of our team members is inherent in BLJC group of companies operating philosophy. It is a value embedded in our corporate culture and a practice reflected in our health and safety program and our business processes. We are the industry leader in workplace management solutions and our focus on the welfare of our team members has helped to position us there.

BLJC group of companies is committed to all of it's employee's and complying with all applicable health and safety legislation, requirements, codes of practice, internal standards and guidelines subscribed to by ourselves and/or our clients.

Through audits, team member feedback, accountability and periodic reviews, we are continually striving to improve upon our safety performance and our program. We set specific performance goals and targets, implement programs and initiatives and provide communication and resources to keep safety at the forefront and move towards a zero incident rate.

Team members are integral in implementing and maintaining a safe and healthy workplace for ourselves, our contractors and all personnel who enter our workspace. We ensure our employees are aware and understand their rights and their responsibilities with respect to health and safety. To this end, we ensure that this policy is communicated to, and understood by all BLJC group of companies employees and the employees of our sub-contractors who are involved in the delivery of work implemented by BLJC group of companies, that team members provide input and participate in all health and safety related programs and initiatives and that safety and well being is the fabric of all our activities. BLJC group of companies employees understand the importance of safety and well being at a personal and organizational level, and BLJC group of companies fosters this culture through our ongoing initiatives. Together, we will ensure that every day is a safe one.

**SAFETY FIRST**, it is the way we do business!

Date: Yearly

Gordon Hicks  
President & COO



## **BLJC GROUP OF COMPANIES ENVIRONMENTAL POLICY**

Environmental stewardship is a cornerstone of BLJC group of companies operating philosophy. It is a value embedded in our corporate culture and a practice reflected in our national environmental management system and our business processes. Not only do we manage environmental impacts resulting from self-performed and sub-contractor delivered services, we also manage our clients' impact on the environment in thousands of buildings across Canada. We are the industry leader in workplace management solutions and our focus on environmental stewardship has helped to position us there.

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 all BLJC group of companies employees and the employees of our sub-contractors who are involved in the delivery of work implemented by BLJC group of companies.

BLJC group of companies is committed to complying with all applicable environmental legislation, requirements, codes of practice, internal standards and guidelines subscribed to by ourselves and/or our clients. BLJC group of companies and its employees are also committed to conducting our operations in a manner that actively prevents pollution.

BLJC group of companies 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.

BLJC group of companies employees understand the importance of environmental and social responsibility at a personal and organizational level, and we will foster this culture through ongoing training and education.

**Together, we can make a difference.**

Date: Yearly

Gordon Hicks  
President & COO



**CONTRACTOR ACKNOWLEDGEMENT**

I \_\_\_\_\_, the Contractor (or the Contractor Representative),  
acknowledge receipt and acceptance of the BLJC “**Contractor Health, Safety and  
Environmental Policy Handbook**”.

\_\_\_\_\_  
Company Name (Please print)

\_\_\_\_\_  
Signature (Contractor / Contractor Representative)

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Title / Position

\_\_\_\_\_  
Date