



CONTRACTOR SAFE WORK PRACTICES NOTIFICATION

All outside personnel including Contractors and their Subcontractors are required to employ safe work practices and to comply with all applicable government and company regulations requirements while working at our facilities. This includes the expectation to abide by all requirements within B.C. Instruments Health & Safety Manual together with being responsible for obtaining all permits as required by law. By accepting the purchase order, the contractor acknowledges receipt and understanding of B.C. Instruments safe work practices.

If warranted, a meeting between the Contractor and the Company officials to discuss job site conditions may be requested by either party at any time. BCI reserves the right to take appropriate action against any Contractor who fails to follow these rules and has the authority to stop any job, project or operation which is being performed in an unsafe manner.

Company primary requirements include the following:

1. **Personal Protective Equipment (PPE)** – All contractor personnel must use the proper PPE while working, inside or outside our facilities. Mandatory PPE includes safety footwear, safety glasses with side shields, and hearing protection. Additional use of face shields, gloves and other PPE appropriate to the work being performed is required. It is the Contractor's responsibility to provide the Contractor's employees with the proper PPE and training on its' use and care.
2. **Ladders, Scaffolds And Man Lifts And Other Equipment** – The Contractor shall furnish this type of equipment when needed and is prohibited from using ladders, scaffolds, man lifts etc. that belong to BCI. The Contractor must provide their employees with all necessary safety equipment required when using this equipment and train them on its' use and care. This equipment must include a harness system if the Contractor's employees will be working higher than three (3) feet above ground. The Contractor shall provide all equipment and tools required for completion of the work contracted.
3. **Welding, Torch Cutting, Brazing** – The Contractor must provide a copy of their welding permit or license before any such work can begin by contacting the Project Coordinator or his/her designate. The Contractor shall also furnish a fire extinguisher appropriate to the activity where there are none onsite. The Contractor shall ensure a person is allocated to serve as a fire watch. Before welding, permission must be obtained from all departments possibly affected and all necessary safety precautions taken. A standard thirty – (30) minute fire watch must be provided after the last hot work occurs. It is the Contractor's responsibility to ensure that their employees are trained on the use and care of any welding equipment and fire extinguisher.
For the Durham location specifically, the Shipping/Receiving Area has been designated and with appropriate exhaust utilized as well as the required respirator or dust mask appropriate to the task. Welding, brazing, painting and similar activities that may contribute to contaminating the workplace shall be confined to the Shipping/Receiving Area in Durham. As BCI is a metal fabricator special care must be taken to prevent burns from hot equipment or tools. As metal may not change in appearance when hot, never touch any machine components without checking the temperature first. Assume everything is hot until it is proven otherwise.
4. **Facility Structural Modification or Attachments** – Welding, cutting and drilling of the facility structural members for any purpose is not allowed except with the written permission of the President or designate. Attachment of equipment to the building structure by clamps or similar methods is preferred.
5. **Working on the Facility Roofs** – The Contractor will be held liable for any damage caused by careless action by the Contractor's employees while working on the facility roofs. Walkways must be used whenever possible. Plywood or other barriers must be used when moving heavy materials across the roof. All waste material must be removed when the project is completed. Damage must be reported immediately so it can be repaired.
6. **Chemicals, Solvents, Coatings, other potentially Hazardous Materials and Waste Disposal** – Safety Data Sheets (SDS) must be furnished to the company before any hazardous materials are brought on company premises including the description of the products intended use, area of use and preferred area of storage. Any chemicals to be used at our site must be approved by the President, the Safety Manager and/or appropriate designate. All waste materials shall be disposed of by the Contractor as required by current legislation. Company compactors and trash containers may not be used except with written permission from the company Project Coordinator.
7. **Confined Spaces** – If work will involve entry into a confined space, the Contractor's procedure shall be submitted to the company in advance of the work being performed.
8. **Lock Out/Tag Out** – If work will require energy isolation, the Contractor's procedure shall be submitted to the company in advance of the work being performed.



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9. **Barricades and Warning Signs** – All work areas shall be barricaded and warning notices posted to prevent entry to work areas and to provide notification to all non-contractor personnel of excavation, overhead work and other activity which could constitute a safety hazard.
10. **In/Out Reporting** – Contractor's employees must sign in at Reception and wear a Contractor's badge while on company premises. Contractors and their employees must sign in and out using the Visitor's Logbook located at the front desk in the main office entrance as they enter or leave the facility. Initial contact will be with the Project Coordinator responsible for authorizing the contract work. After office hours and/or where the Project Coordinator is unavailable, Contractors report to the pre-designated facility Supervisor upon arrival and departure to company premises.
11. **Emergencies** – The Contractor will review the map of emergency exits and the evacuation route with all employees prior to commencing work. In the event of a fire or explosion an evacuation announcement will sound. All workers will leave their work areas via the nearest safe exit and assemble in front of the building where a head count will be conducted. The Contractor will be responsible to account for their workers and inform BCI's Fire Marshall in charge of their workers' status.
12. **First Aid / Accidents / Incidents** – First Aid Stations are located inside the plants and shown on the Emergency Evacuation Map. A list of Certified First Aid personnel is posted on all Health and Safety Boards. In case of accident / incident while on company premises, Contractors and their employees shall report to the Supervisor on duty immediately and have an accident report filled out, together with an Injured Employee and Witness to Accident Report each as applicable. In the case of particles entering the eye, the eye wash stations are available at/near the plant's First Aid Stations. In the event of a serious injury the Supervisor on duty will arrange transportation to the nearest Hospital or Clinic. A copy of the Accident/Incident Report will be forwarded to the company Project Coordinator or his/her designate together with BCI's Health and Safety Manager. Any accident or near miss must be reported to the Project Coordinator or his/her designate together with BCI's Health and Safety Manager immediately.
13. **Spills** – In the event of a Spill, the material must be prevented from entering any drains through the use of absorbent material and or drain covers. Emergency Spill Kits which contain the absorbents are available for this purpose. All spills shall be immediately reported to the company Project Coordinator or his/her designate together with the Facilities Manager. Contractors shall ensure that reportable incidents of spills be reported immediately to BCI. BCI will coordinate reports with the Ministry of the Environment and the Township of King (Schomberg), Township of Severn (Orillia) or Municipality of West Grey (Durham) as appropriate for those spills involving fuels, oils, hydraulic fluid, chemicals and other pollutants that may reach the natural environment. The Contractor shall be responsible for spills and will be liable for any resulting property damage, any cleanup costs and other costs incurred due to failure to comply with relevant legislation.
14. **Insurance** – Prior to the commencement of work, the Contractor must provide a current WSIB Clearance Certificate to the Health & Safety Manager. Failure to do so will mean termination of the contract (or a hold on the contract job) until the certificate can be produced. A Comprehensive General Liability certificate showing that coverage for \$1,000,000 bodily injury and \$1,000,000 property damage per occurrence covering personal injury and/or property damage resulting from work under the present contract should be provided at the same time. A \$1,000,000 Automobile Public Liability & Property Damage certificate showing that all vehicles and equipment used in conjunction with this contract are covered for automobile public liability and property damage may also be required.
15. **Lift Trucks And Other Equipment/Vehicles Used In Plant** – Operators must be trained to safely operate propane fueled equipment onsite as currently in use. Proof of training must be provided to the Health & Safety Manager prior to commencing work.
16. **Dusts, Vapours, Excessive Noise And Other Irritants** – Product quality and our employees' health mandates air cleanliness throughout our facilities. Any products to be used that may emit vapours or dusts must be reviewed in advance by the President, Health & Safety Manager or designate prior to use. Whenever painting, performing demolition work, concrete sawing or similar work, the contractor shall take measures such as erecting plastic sheeting or other barriers and operate the roof exhaust fans in the work area to keep the releases into the facility at a minimum.