

# CONTRACTOR HEALTH, SAFETY AND ENVIRONMENTAL HANDBOOK

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## 1 BGIS Global Health and Safety Policy (available at [www.bgis.com](http://www.bgis.com)).

Click [here](#) to view our latest policy online in English.

## 2 BGIS Global Environmental Policy (available at [www.bgis.com](http://www.bgis.com)).

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## 3 Disclaimer

The intent of BGIS' Contractor Health, Safety & Environment Handbook is to provide a written overview of BGIS' minimum policies and processes with respect to Health, Safety and Environment (HSE). This Handbook does not address all HSE issues which may arise during completion of work. Nor is this Handbook 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, BGIS, 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 Handbook 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, BGIS may provide to the Contractor additional HSE policies and processes, relating to specific site or job requirements, which the Contractor shall comply with. This Handbook may be modified at any time at BGIS' discretion.

## 4 Purpose

This handbook is applicable to all vendors/suppliers that supply labour on behalf of BGIS at a BGIS managed sites. Suppliers of labour will be referred to as Contractors or Sub Contractors in this Handbook in accordance with general industry common terminology as follows:

- A **Contractor** refers to any third-party company hired to perform work on behalf of BGIS.
- A **Subcontractor** is a type of Contractor who is hired by the Contractor to carry out a specific portion of the work.

The purpose of this Handbook is to provide Contractors with BGIS' minimum HSE requirements while undertaking work at a BGIS controlled space. This Handbook is a general overview of BGIS' protocols and shall be used in conjunction with the Contractor's own HSE policies, procedures and programs. Contractors are responsible for controlling workplace activities and for maintaining and promoting a safe and healthy work environment. It is BGIS' expectation that the information in this Handbook is communicated to all the Contractor's employees and any of its Sub. As a large percentage of contract work is completed at non-BGIS supervised locations, we expect Contractors to be diligent in their HSE practices, as these reflect BGIS. In the event that the Contractor is unable to meet the requirements outlined in this Handbook, the Contractor is to notify their designated BGIS contact immediately. Assistance in meeting the requirements will be reviewed on a case-by-case basis.

As part of our vendor/supplier management program, Contractors will:

- Be aware of and comply with BGIS' HSE policies.
- Review with their BGIS contact any applicable objectives, targets and HSE programs.

- Upon request provide evidence of competency and/or compliance.
- Be aware of the significant HSE risks and hazards and understand the potential impacts related to Contractor's activities on these risks and hazards.

## 5 Policies -Our Approach

### The BGIS HSE Management System

BGIS is a leading provider of integrated real estate services, facilities management, project management, energy and sustainability, energy facility solutions, and workplace strategy. With a combined team of over 6000 personnel in North America, our Contractors supplement our workforce to deliver memorable customer experiences for our clients that are safe, healthy, and environmentally sustainable.

Guided by our Health and Safety and Environment Policies located in sections 1 and 2, BGIS maintains an integrated health and safety and environmental management system and is registered to ISO 14001 Environmental Management System Standard and ISO 45001 Occupational Health and Safety Management System Standard.

BGIS is committed to providing safe and healthy working conditions for the prevention of work-related injury and ill-health to our team members, partners, clients, vendors, visitors and any other party that may be affected by our business activities. Health and safety is a priority for BGIS. Our Approach is guided by ISO 45001 Occupational Health and Safety Standard and ISO 14001 Environmental Management System Standard. Within our integrated management system, BGIS is committed to reducing the number of injuries to as close to zero as possible through the elimination of hazards and the reduction of occupational health and safety and environmental risks. We use a proactive and collaborative approach in our work with our clients, vendors and team members to create and foster a safe and healthy work environment. BGIS utilizes the management system framework of Plan – Do – Check – Act to establish occupational health and safety and environmental objectives and plans.

## 6 Auditing

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

## 7 General Requirements

### 7.1 Health, Safety and/or Environmental Program

All Contractors and sub-Contractors must have a health, safety and environmental program in place. These programs must include safe work programs, policies, and procedures based on the risk of the work performed on behalf of BGIS. Upon request, Contractors must submit to BGIS evidence of a comprehensive health, safety and environmental program and other specialized plans may be required.

### 7.2 Subcontractors

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

### 7.3 Facility Access and Security

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

### 7.4 Behaviour

All Contractors are to conduct themselves in a professional manner. Behaviour which violates BGIS' 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 behaviour includes but is not limited to:

- Use, possession, distribution, offering, sale or being under the influence of alcohol, drugs (including cannabis and cannabis related products), 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
- Other criminal activities

### 7.5 Fit for Duty

The Contractor and their Subcontractors are to ensure all their employees are fit for duty. Any impairment of Contractor employees from the use of alcohol, drugs (including cannabis and cannabis related products), and/or the negative effects of medications or any other substance that could cause impairment, while providing services to BGIS, BGIS Client or while attending any BGIS-related corporate or industry events, shall be sufficient grounds for BGIS to immediately terminate their Agreement.

### 7.6 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 BGIS.

### 7.7 Personal Protective Equipment (PPE) and Personal Requirements

Contractors are responsible for conducting job hazard safety 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 their employees have been trained in and have conducted proper inspection, maintenance and safe use of that equipment. Please note only breakaway lanyards are permitted to be used at a BGIS managed facility.

Loose clothing, long hair, dangling accessories, jewelry or other similar items that are likely to be hazardous to the health or safety of an employee in a workplace shall not be worn unless they are so tied, covered or otherwise secured as to prevent the hazard.

### 7.8 Training, Licenses and Certifications

Contractors must have all appropriate professional training, licenses and certifications required for the work being performed in the jurisdiction in which the work occurs. Training records and copies of licenses, certifications are to be made available upon request. Contractors must be able to confirm that their employees have received and understood all applicable and required HSE training.



## 7.9 Reporting of Incidents, Near Misses and Conducting Investigations

Any incident or near miss, regardless of severity, occurring while performing work for BGIS must be reported to the BGIS contact. Contractors and Subcontractors are required to report all incidents using the *BGIS Incident Reporting - Team Member Injury Report Form* or equivalent. BGIS' Incident Report Form can be found in Appendix C of this handbook. Appropriate documentation, including any investigation material, must be provided within 72 hours unless otherwise dictated by client requirements.

Incidents include:

- serious injury or illness;
- damage to property or equipment;
- environmental spill/release/contamination;
- near misses that may have resulted in serious injury or illness, damage to property or equipment or environmental spill/release/contamination;
- any unplanned or uncontrolled fire, explosion or flood, as well as any collapse or failure of a building or structure;
- Workplace Violence or Harassment.

Where the incident resulted in a recordable injury (time loss and / or medical aid sought) or where an authority having jurisdiction (regulatory authority) must be contacted, BGIS must 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 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.

## 8 HSE Risks and Hazards

### 8.1 Hazard Identification / Stop Work & Reporting

It is the Contractor's responsibility to put in a process to become 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 (e.g., by conducting a job hazard or safety analysis). To assist the Contractor in this regard, BGIS utilizes hazard stations or equivalent (e.g., virtual stations with QR code, information available at BGIS onsite office etc.), at managed properties to store documentation identifying all known site-specific hazards. Contractors should familiarize themselves with the materials before starting any work.

Should Contractors have questions regarding site hazards they should reach out to their BGIS contact. All potential or existing dangers or hazards observed by the Contractor shall be reported to their BGIS contact immediately. Any danger or hazard observed beyond the control of the Contractor is to be reported to their BGIS 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 properly 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.
- Workplace Violence or Harassment.

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

## 8.2 Safe Work Procedures / Safety Operating Procedures / Site Safety Plan

All Contractors must have a Safe Work Procedure (SWP)/Safe Operating Procedures (SOP)/Site Safety Plan available at the location of work. It will provide/outline a systematic process to ensure that all safety considerations and precautions are in place prior to starting the job. It may include sign off sheets, checklists, or other information designed to ensure that every reasonable precaution for the protection of the workers is in place.

## 8.3 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. Professional medical aid may be available at some locations. Contractors should review potential assistance with their BGIS contact. Any access to professional aid does not release the Contractor of ensuring emergency assistance is provided to its employees.

## 8.4 Emergency Evacuation

In order to ensure personal safety, Contractors are required to be aware of the entire emergency evacuation procedures for the location of work. This should take into account the risks/hazards, plans to minimize, eliminate and mitigate any business disruptions associated with the work being done.

Review this information with your BGIS contact.

## 8.5 Work Area Protection and Hazard Notification

All work areas must be appropriately barricaded, and signage posted 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 BGIS contact. Signs and barricades may not be removed until the work is completed, and 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 barriers are erected and /or signage is posted. The signs / barriers may not be removed until the relevant hazard is eliminated. Where work being conducted could affect the health, well-being, or comfort of the building occupants (e.g., paint vapours), the Contractor shall inform the building occupants through the BGIS contract prior to the start of work.

## 8.6 Locating utility infrastructure

Contractors must identify, locate and mark underground services (gas, electrical, water and other services). If a service poses a hazard, it must be shut off and disconnected before the work activity begins. If a potentially hazardous service cannot be disconnected, the service owner must be asked to supervise the service's uncovering.

## 8.7 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.

### 8.7.1 Using BGIS Owned Tools and Equipment

Unless written authorization is obtained, Contractors may not use BGIS owned or leased tools or equipment, including ladders. If the Contractor wishes to use BGIS owned tools and equipment, written authorization must be obtained and the *BGIS Emergency Loan of Equipment Waiver Form* located Appendix C of this handbook must be completed. The Contractor must also provide copies of training records / certifications required to operate the specific tools and / or equipment as part of the approval process to their BGIS Contact.

### 8.7.2 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.

### 8.7.3 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.

## 8.8 Electrical Safety

It is the Contractor's responsibility to have a electrical safety 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 shall never be unattended. All electrical devices must be properly grounded or double insulated. Contractors must ensure that they have the properly rated personal protective equipment for any expected hazard.

## 8.9 Ladders

The correct ladder for the task must be used, must be CSA certified and all labels intact and legible. 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.

## 8.10 Working at Height

All Contractors working at height (9 feet or higher) must has a Working at Height Safety Program. This includes ensuring all workers have suitable and required training as per Authority Having Jurisdiction. It is the Contractor's responsibility to select the appropriate fall protection measures for the work to be performed. When working at height, 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. Work cannot occur at height if there is a danger due to weather or other conditions that increase the risk of falls.

### 8.10.1 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.

### 8.10.2 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 BGIS equipment, the *Emergency Loan of Equipment Waiver and Release form* must be signed prior to use and all BGIS process with respect to the equipment must be followed.

### 8.11 Motor Vehicles

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

### 8.12 Material Handling

All Contractors involved in manual material handling shall be aware of and trained in proper material handling procedures and are to use material handling equipment where appropriate to prevent injury especially overexertion's. Equipment is to be properly maintained and all Contractors are to be trained in its use and safe operation.

### 8.13 Noise

Contractors must work in a manner that does not create a disruption to the normal course of business operations at the worksite. 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. Contractors shall comply with relevant noise regulations.

### 8.14 Lighting

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

### 8.15 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.

### 8.16 Asbestos Containing Material (ACM)

Contractors may be working in an area where asbestos containing material (ACM) is present. Please review potential ACM locations with your BGIS 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 BGIS 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 BGIS' Asbestos Management Program and all Client requirements must be followed. If a Contractor unintentionally disturbs suspected or known ACM, stop work and immediately inform their BGIS contact.

## 8.17 Mold

The Contractor is to notify their BGIS 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.

## 8.18 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 documentation titled Infection Control during Construction, Renovation or Maintenance of Health Care Facilities.

The Contractor must abide by any local or provincial health advisories regarding infection control risks as well as client requirements for controls such as respiratory protection, self-declaration of fit for duty, etc.

## 8.19 Halocarbon Management

Contractors that work on systems that contain halocarbons are required to manage those systems in accordance with BGIS Halocarbon Standard and Processes. BGIS' Standard and Processes dictate that applicable legislation shall be abided by in every circumstance. Contractors are required to report any halocarbon release regardless of the quantity to their BGIS contact **immediately to their BGIS contact**. In case of a release cause or aggravated by the Contractor, see section 9.3 for more details. 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 halocarbon service logs shall be updated in a timely manner. Only BGIS-approved leak test tags and halocarbon service logs will be utilized.

## 8.20 Petroleum Storage Tanks

Contractors who work on petroleum storage tanks and/or systems are required to manage that equipment in accordance with appropriate Provincial or Federal legislation and codes. Contractors must be qualified to work on petroleum storage tanks and/or systems.

Contractors are required to report any petroleum releases (e.g. fuel, gas, etc.) regardless of quantity to their BGIS contact immediately (see section 9.3 for more details) to their BGIS contact. In addition, Contractors must be able to immediately respond and contain spills/releases if safe to do so.

Contractors who are working near petroleum storage tanks and/or systems must adhere to safety precautions and follow signage by not smoking at all times. Contractors cannot conduct hot work unless authorized.

# 9 Requirements and When to Notify BGIS (Work Related Activities)

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

## 9.2 Hazardous Materials Management, including compressed gas

- 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 Safety Data Sheets are to be located in proximity to the hazardous materials storage and areas of use and must be accessible to BGIS 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 or HazCom (USA) labeling requirements are met.
- 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 BGIS unless written authorization is received.

### 9.3 Spills and Releases

- It is the Contractor's responsibility to have an appropriate spill response plan and required equipment in place.
- The Contractor must demonstrate that its employees have received WHMIS or HazCom (USA) training in compliance with current legislation and are knowledgeable in spill response appropriate to the materials at the work location.
- Any releases or spills that results in a requirement to contact a regulatory authority must be investigated and reported to the BGIS contact as per the Incident Investigation and Reporting section 7.9.

### 9.4 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 BGIS for review upon request. Prior to initiating a lockout / tag out, the Contractor must inform their BGIS 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.

### 9.5 Welding / Cutting (Hot Work)

It is the Contractor's responsibility to have a hot work program. The Contractor must inform their BGIS 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.

### 9.6 Confined Space

All Contractors entering a permit-restricted confined space must follow *BGIS' Confined Space Process* and permit requirements and adhere to applicable regulations. A Contractor may only enter a permit restricted confined space upon review of the specific confined space entry process and issuance of a *BGIS Confined Space Entry* and other applicable permits. The BGIS 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.

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

Contractors will obtain approval from their BGIS 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.



## 9.8 Worksite Inspections

BGIS requires all Contractor worksites to be inspected for hazards, when found corrected or isolated as per the applicable provincial / federal legislated regulations. BGIS 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 condition has change, after an incident, after a government inspector visits/inspects the site or at a minimum once per month thereafter.

All inspection reports shall be forwarded to the Contractor’s BGIS contact person. In cases where the Contractor does not have an Inspection report, they can use the *BGIS Project Site Checklist for Project Managers* which can be obtained from their contact.

## 10 Appendix A – Contractor / Service Provider Asbestos Notification

***BGIS, BGIS O&M Solutions, BGIS Workplace Solutions Inc.***

### ***Letter of Notification:***

WORKING WITH ASBESTOS CAN BE EXTREMELY DANGEROUS INHALING ASBESTOS FIBRES CAN CAUSE VARIOUS TYPES OF LUNG DISEASE, MESOTHELIOMIA 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/Table Tops, 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 BGIS 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 buildings’ logbook. Buildings without a logbook, asbestos survey or notification letter are to be regarded as buildings that may contain ACM. Where applicable BGIS will review with the Contractor / service provider personnel the locations of known ACMs as noted on the asbestos survey. The *BGIS 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 BGIS, the Contractor / service provider shall not disturb asbestos-containing materials without prior notification to BGIS. The Contractor / service provider and its workers, while at any location will follow all procedures specified by the *BGIS Asbestos Management Program*.

Thank you for your ongoing support.

## 11 Appendix B –Project Specific HSE Documents

In addition to the requirements previously noted in this handbook, Contractors may be required to submit additional documentation when working for a Project Manager (PM) on a BGIS Project. Contractors will be made aware of additional HSE Requirements through the contractual agreements supplied at time of tender. Examples of documentation that may be required include:

### 11.1.1 Signed and Initialed BGIS Contractor Handbook

This Handbook 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.

### 11.1.3 Pre Project-Safety Inspection

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

### 11.1.4 Project Safety Plan

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

### 11.1.5 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.

Where one or more individuals are working on a jobsite, a documented Site Safety Orientation must be completed to familiarize workers with the environment they will be working in and any applicable site specific rules.

### 11.1.6 Toolbox/Safety Meetings Minutes

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 upon request.

### 11.1.7 Work Permits (Lockout/Tag out, Hot Work)

A work permit system must be in place as required.





## 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 BGIS “**Contractor Health, Safety and Environmental Handbook**”.

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

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

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

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

\_\_\_\_\_  
Date

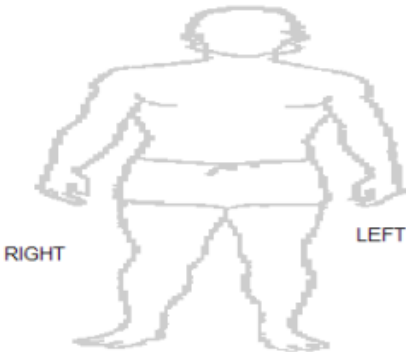
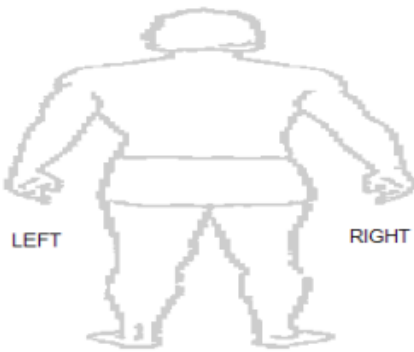
**This document is to be reviewed and acknowledged by the Contractor on an annual basis. Contractors may acknowledge their review either through a manual or digital sign-off and returned to their BGIS contact. If Contractors are acknowledging via the BGIS Service Portal, the acknowledgment process should be completed within the portal for documentation and tracking purposes.**

## 13 Appendix C – BGIS Documents for Contractor Use:

### 13.1 Team Member Injury Report Form

TEAM MEMBER INJURY REPORT					
To be Filled out by the Team Leader of the Injured Worker					
<b>INJURED Team Member</b>					
Last Name			First Name		
Address					
City		Postal Code		Province	
Country					
Gender			Phone		
Contract			Address		
Incident Address				Province	
Occupation at the time of the injury					
Years of Experience in that Occupation					
How long has the Team Member been working for the company?					
<b>INJURY INFORMATION</b>					
Date and Time Injury Occurred	Day		Month		Year
	Week Day		Time		
Date and Time Injury Reported	Day		Month		Year
	Week Day		Time		
The Incident was immediately reported to					
Did the worker return to work on the same day?					
Will the worker return to work on their next scheduled shift?					
Did this worker require or seek any medical attention?					
The medical attention the injured worker received was from ?					
Was the worker offered Transitional Employment Duties?					
Was the worker accompanied to Medical Treatment?				By whom?	
Was anyone not employed by the Company (totally or partially responsible for the incident)?					
Was the injured Team Member's activity other than for the purpose of BGIS business?					
Will the Team Member be partially disabled beyond the day of the injury?					
Date Worker Expected Back	Day		Month		Year
Address of Medical Facility					
Medical Practitioner's Name					

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INJURED Team Member DETAILS			
Describe the workers activities at the time of the injury			
Describe the incident and what happened			
Was the incident Sudden Specific or Gradual?			
Please select what best Describes the incident Type			
If Other			
AREA OF INJURY			
List what parts of the body were injured			
Part of Body Involved 1	Side of Body 1	Area of Body 1	
Part of Body Involved 2	Side of Body 2	Area of Body 2	
Part of Body Involved 3	Side of Body 3	Area of Body 3	
MARK THIS DIAGRAM TO SHOW PARTS INJURED (used X's)			
			

FRONT

BACK

CONTRIBUTING FACTORS & ROOT CAUSE

Determine the contributing factors which lead to the incident

Contributing Factor 1		Contributing Factor 2	
Contributing Factor 3		Contributing Factor 4	

Determine the overall Root Cause of the Incident

<div><div>1</div><div>2</div><div>3</div><div>4</div><div>Cause and Effect Diagram</div></div>	<div>Incident Type</div>
--	--------------------------

PREVENTATIVE ACTION REQUIRED

What steps are required to prevent a recurrence (e.g. What control measures were applied for all contribution factors)

--

CORRECTIVE ACTION TAKEN

Please list all the actual steps taken to prevent an occurrence

--

Team Member Responsible for Corrective Action(s)	First Name	
	Last Name	
	Title	
	Phone	

Date and Time of Corrective Actions	Day	Month	Year
	Time		
<b>WITNESSES TO THE incident</b>			
Last Name	First Name		
Address			
Phone	email		
Witness Statement			
<b>COMMENTS</b>			
Site Representative's Comments			
<b>TEAM LEADER CONTACT INFORMATION</b>			
Team Leader in charge of the Injured worker	First Name		
	Last Name		
	Title		
Team Leaders Phone Number			
Team Leaders Email			
<b>NAME OF PERSON COMPLETING REPORT</b>			
Receipt of this email constitutes an electronic signature therefore a signed copy is not required unless requested.			
Person Completing this Report	First Name		
	Last Name		
	Title		
Phone Number			
Email			
Step 1:	Ensure the Injured Team Member has the BGIS Return To Work package with them BEFORE they seek for medical assistance. Ensure the injured Team Member understands that Modified Work is available, and that this MUST be communicated by THEM to the attending medical practitioner.		
Step 2	Email this form to: <a href="mailto:safety@bgis.com">safety@bgis.com</a>		

Step 3:	<p>If the Team Member received medical attention, the Team Leader must assist HSE in the completion of the applicable Provincial Workers Compensation Form: "Employer's Report of Injury"</p> <p>HSE will be responsible for completing the Provincial Form "Employer's Report of Injury Form"; Team Leaders DO NOT Complete or Fax to the Provincial Workers Compensation Board</p>
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13.2 BGIS Emergency Loan of Equipment Waiver Form

**EMERGENCY LOAN OF EQUIPMENT WAIVER AND RELEASE**

**OWNER:** BGIS GLOBAL INTEGRATED SOLUTIONS (BGIS)

**LOAN PERIOD:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**EQUIPMENT:** \_\_\_\_\_

**INDIVIDUAL:** \_\_\_\_\_

In consideration of the Owner permitting the Contractor and Individual to use the Equipment, each of the Contractor and Individual agree as follows;

	Contractor	Individual
Agree		
1. That the use of the Equipment entails some risks and hazards and can result in injury or even death;	_____	_____
2. That the Equipment is provided on an “as is” basis;	_____	_____
3. To ensure the Equipment is in good operating condition during the Loan Period;	_____	_____
4. To be responsible to secure training, orientation, and certification in the proper use and operation of the Equipment;	_____	_____
5. To wear all appropriate safety equipment at all times;	_____	_____
6. To be responsible for the safe use and operation of the Equipment during the Loan Period;	_____	_____
7. To follow all applicable processes, procedures and laws in respect of the Equipment;	_____	_____
8. To pay for any inspection of the Equipment by a third part at the conclusion of the Loan Period;	_____	_____
9. On behalf of the Contractor, Individual and their Respective heirs, executors, administrators and assigns (collectively, the “ <b>Releasors</b> ”) I (we) hereby,		
A. WAIVE ANY AND ALL CLAIMS that I (we) have or may in the future have against the Owner, and		
B. It’s agents, partners, directors, officers and employees (the “ <b>Releasors</b> ”), and		
C. RELEASE THE RELEASEES from any and all liability, claims, demands, actions that the Releasers may have, now or in the future, for any damage, loss, or injury, of whatever kind, including death, relating to or in connection		



with the Equipment during the Loan Period, due to any cause whatsoever, including negligence, breach of contract, breach of warranty, or in respect of the provision of or failure to provide any warnings, directions, instructions or guidance in connection with the Equipment, and

D. AGREE TO FULLY INDEMNIFY and hold harmless the Releases for any and all liability for any property damage, loss or personal injury relating to or in connection with the Equipment during the Loan Period;

	Contractor	Individual
Agree	_____	_____
10. This Waiver and Release shall be binding upon my heirs, next of kin, executors, administrators, assigns and representatives;	_____	_____
11. I am not relying on any oral or written representations or statements with respect to the safety of the Equipment; and	_____	_____
12. I HAVE CAREFULLY READ AND UNDERSTAND THIS WAIVER AND RELEASE. I AM FREELY AND VOLUNTARILY SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS WAIVER AND RELEASE, I AM WAIVING CERTAIN LEGAL RIGHTS THAT I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.		

Signed on this date: \_\_\_\_\_ (mm/dd/yyyy)

\_\_\_\_\_  
\_\_\_\_\_

(Contractor) (Individual Signature)

Per: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

(Witness Signature)