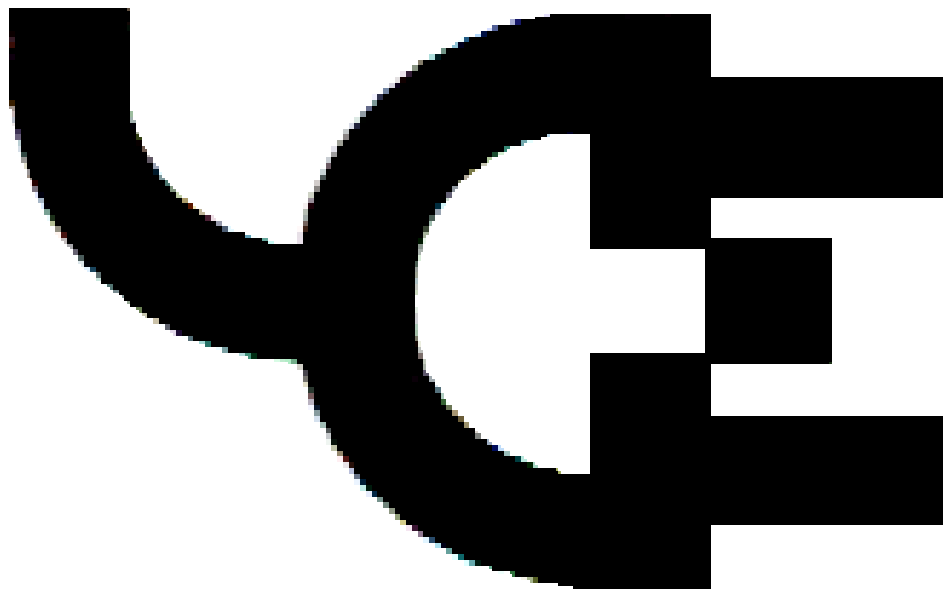

INTERLAKE ELECTRIC LTD.

**Sub-Contractor Safety Orientation
Handbook**



Certificate # 37609-10

Sub-Contractor's Safety

Orientation Handbook

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Foreword

The policy of Interlake Electric Ltd is to provide a safe and healthy workplace environment. In order to give all sub-contracted workers and visitors of our project work sites consistent and complete safety information, a copy of this orientation handbook shall be distributed to all sub-contractors and visitors on all of Interlake's jobsites.

This handbook contains Interlake Electric's Safety policies, rules, regulations and requirements pertaining to jobsite operations. This safety handbook does not replace Interlake Electric's current General Safety Program Manual. All jobsites have a current Interlake Electric's General Safety Manual, required MSDS information, as well as the relevant Safety and Health Legislation for the province they are working in, i.e. Manitoba Workplace Safety and Health (WSH) Act Chapter W210 and WSH Regulations 217/2006.

The information in this handbook is intended to enhance the applicable Federal and/or Provincial Workplace Safety and Health Act(s), and/or Regulations, as they represent a minimum acceptable standard that is to be adhered to and maintained throughout and until project completion. Interlake Project managers, supervisors and employees will not tolerate, or participate in practices or procedures that do not meet our Safety and Health program requirements.

CEO / Owner

EMERGENCY NUMBERS

AMBULANCE.....911

POLICE.....911

FIRE DEPARTMENT.....911

HYDRO EMERGENCY.....MB 888-324-9376

Wpg 480-5900

WORKERS COMPENSATION.....800-362-3340

WORKPLACE SAFETY & HEALTH...866-888-8186

AFTER HOURS....945-0581

Company Health and Safety Policy

Introduction

Interlake Electric is committed to providing and maintaining a safe and healthy workplace for its employees.

Our Objective:

- To provide quality, reliable service to our customers while eliminating accidental injury and risk of occupational disease to workers, as well as damage to property and equipment.
- To achieve this goal, the full cooperation of all personnel is necessary.

Senior Management is responsible for the Health and Safety of all employees.

- To accomplish this, management will identify, control and/or eliminate known hazards, which can result in personal injury, illness, property damage or negative environmental impact.

Supervisors are responsible and accountable for the Health and Safety of the workers assigned to them.

Supervisors shall ensure that:

- Workers are properly trained to do their jobs safely
- Workers comply with ILE policies
- Workers follow safe work practices and procedures
- Workers comply with applicable rules and regulations

Workers are ultimately responsible for their own safety, and shall:

- Comply with all legislative regulations:
 - **Right to Refuse** – work that is unsafe
 - **Right to Know** – about hazards you may encounter
 - **Right to Participate** – in your own safety and health
 - **Right to Protection Against Discrimination** – exercise rights without punishment
- Comply with all company rules, policies and procedures
- Report all unsafe acts or conditions promptly to their Supervisor or Foreman

All Employees are entitled to:

- Work in a workplace that is safe and healthy and free from any known hazards where possible/or where hazards have been controlled
- Work in a workplace which is free from harassment and violence
- Orientation as required
- Training as required

The success of our Health and Safety Program requires the dedication, commitment and participation of **all** personnel working together.

This policy is to be reviewed, dated, and signed annually by Senior Management.

Scott Campbell, President

Date

Health and Safety Responsibility and Accountability Policy

Introduction

Interlake Electric is committed to the safety and health of all its employees in a safe and hazard free workplace.

Senior Management's Responsibility:

- Provide a Health and Safety Policy statement related to the Health and Safety Program. The statement is the commitment and philosophy that sets the Company's expectations for Safety Performance.
- Provide information, instruction, and assistance to all Supervisory staff in order to protect the health and safety of our employees.
- Ensure that all supervisory staff has a good understanding of the Company Accident Prevention Programs as well as relevant Safe and Health Legislation.
- Provide all of our employees with the skills and training needed in the proper use of; tools, equipment and any Personal Protective Equipment required to complete their jobs safely.
- Ensure that our employees are supplied with, and use well-maintained tools and equipment.
- Provide ongoing Health and Safety Training.
- Monitor Supervisors and their projects and hold them accountable for their individual safety performance.
- Ensure that all Safety Policies and Procedures are administered and enforced.
- Maintain control of the Health and Safety Program.
- Set a good example.

Supervisor's Responsibility:

- To know and apply the Company's Health and Safety Policy and relevant Safety and Health Legislation.
- Ensure and maintain the highest standard of performance with respect to Health and Safety. The Supervisor will be held accountable for the safe performance of employees in their charge.
- Provide safe working conditions for all workers under their supervision.
- Ensure that all employees are educated to work in a safe and healthy manner and that they use all personal protective equipment, protective devices and procedures required by the company and provincial legislation.
- Hold weekly Safety meetings for duration of 15 minutes.
- Accompany Workplace Safety and Health inspectors during inspections.
- Be aware of and advise all employees of any potential or actual hazards and risks associate with the job and how to isolate, prevent, or remove them. (Pre-Inspection)
- Arrange for medical treatment as needed, in case of injury or illness, including transportation to a doctor or hospital.
- To report all accidents immediately; to investigate all accidents; and to advise management on how to prevent similar accidents.
- Carry out regular inspections of the workplace to ensure a safe and healthy environment.
- Work in cooperation with other project supervisors in determining safe practices, enforcing their observances, developing procedures for dealing with violations and developing other safety and accident prevention programs.
- Maintain good housekeeping standards.
- Enforce all established Company Health and Safety rules and procedures as well as Provincial Safety and Health Legislation. Take corrective action as necessary to ensure consistent compliance.
- Set a good example.
- On jobsites, the **Journeyman are the Supervisors.**

Safety Representative's Responsibilities:

- Attend worker Safety Orientation meetings:
- Familiarize themselves and comply with Safety Legislation & Regulations
- Familiarize themselves with Safety Representative Legislation responsibilities as outlined in the WSH Act Chapter W210, Article 41
- Assist supervisor/foreman in conducting and /or conduct JSA's and/or inspections
- Participate in, or conduct Tool Box Safety meetings
- Work with the supervisor/foreman to ensure a safe and hazard free work environment
- Act as a liaison between employer/Safety Officer and workers
- Meet/talk with the Safety Officer on regular intervals to discuss/resolve any safety concerns
- Participate in any incident, near misses or investigation that arises on the work site

Employee's Responsibilities:

- Legislated Rights: **Right to Refuse**- work that is unsafe
Right to Know – about hazards you may encounter in the course of work assigned
Right to Participate – in your own safety & health
Right to Protection Against Discrimination– exercise rights without punishment
- To read, understand and comply with the Company Health and Safety Program Policies and Procedures.
- To wear and use Safety equipment, devices and Personal Protective Equipment.
- To promptly notify their immediate Supervisor of any unsafe acts or conditions.
- To promptly report all accidents, incidents and injuries to their immediate Supervisor.
- Carry out their work in a responsible manner that will not create a further hazard to their own health and safety or the health and safety of other employees.
- On jobsites, the apprentice is the **Safety Representative**

Sub-Contractor's Responsibilities:

- Comply with all WSH safety legislation and Interlake Electric's General Safety Program (available on site)
- Ensure all workers have received Interlake Electric's safety orientation
- Advise all their workers and sub-contracted companies/workers of the safety rules and regulations and ensure strict compliance
- Before commencing work at a project contact the Project Supervisor/foreman for instructions regarding operating hazards and applicable safe work instructions specific to the worksite
- Provide education, training, and enforce the use of applicable PPE
- Immediately investigate and report all incidents and injuries, and investigate the lost time incidents to Interlake Electric
- Make arrangements with the Project Supervisor/Foreman and familiarize and test their workforce concerning emergency procedures
- Immediately correct any unsafe conditions or acts observed of their workers or subcontracted workers under their area of responsibilities
- Immediately report to the Project Supervisor/Foreman any unsafe acts and conditions observed on the project
- Cooperate with all safety representatives having jurisdiction at the job site
- Contact the Project Supervisor if they have any doubts regarding the meaning or interpretation of the Interlake Electric's General Safety Program
- Conduct a weekly safety meeting with their workers, document the meeting and submit a copy of the Minutes to the Project Supervisor/Foreman
- Attend all Site Safety and Health Committee Meetings when required
- Check in upon arrival at job site(s) with the Job Supervisor/Foreman

General Safety Rules & Regulations

Introduction:

Personal and general safety rules are intended to reduce and prevent injuries or damage to people and property. The following listed rules are an integral part of Interlake Electric's Safety Program and shall be adhered to by all employees. All PPE, tools, and equipment must be CSA approved.

Personal Safety

- Every individual is responsible for safety
- All employees shall comply with ILE's Safety program; non-conformance will be reported by the Supervisor.
- Report all injuries, incidents/accidents, "near misses" or damage to property/equipment, no matter how slight, to the jobsite Supervisor.
- Injuries requiring first aid shall be reported and be treated immediately.
- Approved (CSA) hard hats and safety footwear shall be worn at all times on all job-sites.
- Approved safety glasses or face shields shall be worn when there is a risk of foreign objects entering the eye.

These conditions may include but not limited to the following:

- Drilling
- Chipping or grinding
- Working with hazardous materials
- Working with live electricity
- When using powder actuated tools
- When on a jobsite or in the shop (other than the office), employees are to wear (minimum) full-length pants and T-Shirt or long-sleeved shirt.
- Hand tools shall not be used for any purpose other than intended, all damaged or worn shall be promptly repaired or replaced
- Power tools shall be operated only by authorized personnel, with manufactured guards "in place"
- All electrical hand tools shall be grounded or double insulated
- Explosive/powder actuated tools shall be used by person who have been instructed /trained
- Compressed gas cylinders shall be secured in an upright position at all times
- Welding or burning operations shall be carried out only by authorized personnel with appropriate individual protective equipment
- Horseplay, fighting, etc. are forbidden on all job-sites.
- Walk carefully at all times. Run only in an emergency.
- Wearing rings, bracelets, or loose, hanging jewellery on jobsites or while working in the shop is prohibited to prevent accidents, injuries or electrical shock.
- Consumption of alcohol and/or illegal drugs or coming to work under the influence is strictly prohibited.
- All employees shall use proper lifting techniques.
- PPE is required if machinery is being used or work is in progress in the immediate area.
- Cell phones are not to be used during work time, with the exception Supervisors, Safety Officer & Senior Management. If a worker is waiting for an important call, they can talk to the Supervisor and may be allowed to answer a call.
- iPods or loud music is not allowed during work hours, as workers need to be able to hear clearly.

CEO / Owner

Personal Protective Equipment (PPE) Policy

1. Policy

The purpose of this policy is to minimize exposure and injuries to anyone at an Interlake Electric Ltd's jobsite or workplace through the use of PPE. All Interlake Electric's personnel, sub-contractors and visitors at any workplace must wear PPE that applies to the work area and the specific hazard exposure. The minimum PPE required to be worn or used is determined by company policy, workplace legislation, a manufacturer's requirements, or by industry standards. PPE in construction workplaces and environments falls into two categories:

- a. **Basic.** PPE that must be worn on a daily basis where the work requires protection. This normally includes hardhats, safety footwear, eye protection, hearing protection, and appropriate clothing.
- b. **Specialized.** PPE that is only required for specific jobs or for protection from specific hazards. This includes but not limited to specialty gloves, respiratory equipment, fall arresting equipment and specialty clothing.

2. Responsibilities

a. **General.** It is the responsibility of all Company personnel to wear the items of PPE as required and as each job/project may dictate. When visitors come to work locations, company representatives must inform them of equipment to be worn. It is the responsibility of the individual to assure the protective equipment to be used is in good condition and if not, have it repaired or replaced.

b. **Management/Supervisors.** In conjunction with the Safety & Health Committee or Workplace Safety Representative will:

- review/inspect all jobs and areas to determine appropriate PPE needs;
- recommend the type(s) of PPE to meet identified needs;
- decide which PPE will be mandatory or optional;
- designate area(s) of the site where PPE is mandatory, specify type(s), and post signage accordingly at the appropriate locations within the site;
- obtain equipment/supplies recommended, and any necessary signage for posting; and
- monitor workplace use of PPE and respond to defective equipment, replacement or failure to use equipment, or failure to use equipment in a manner not intended for its design.

c. **Employees.**

- shall wear PPE designated for the work environment and activities;
- shall inspect daily and ensure that PPE designated is in order and serviceable condition as its original design and purpose; and
- shall notify his/her supervisor of PPE that does not provide protection as designed.

3. Application

- a. **Hard Hats**. CSA and/or ANSI approved will be worn on all construction projects and are to be in good condition and worn according to manufacturers design requirements;
- b. **Footwear**. CSA Construction Grade approved footwear will be worn on all projects at all times. The type of footwear to be worn is to provide adequate protection for the work environment and the work task;
- c. **Fall Protection**. When required by provincial legislation, workers working at heights where there is a risk of falling a vertical distance of 3 meters or more; or at less than 3 meters where there is an increased risk of injury due to the surface or item on which the worker may land, the worker must use an approved form of Fall Protection. The Fall Protection system used must meet Provincial Legislative requirements and in good condition;
- d. **Eye and Face Protection**. CSA approved glasses with side shields or goggles must be worn whenever the nature of job presents an eye hazard, such as drilling, using power tools, or posed job areas and equipment. When grinding a face shield must be worn in addition to the eye protection;
- e. **Respiratory Protective Equipment**. The proper type must be worn when performing any task in an environment where airborne respiratory hazard(s) exist. Those hazards can include exposure to: dust, toxic fumes, molds, mists or vapours;
- f. **Hearing Protection**. CSA approved hearing protection must be worn when the noise level in the workplace exceeds the permissible occupational exposure limit;
- g. **Hand Protection**. Appropriate gloves must be worn when handling rough, sharp, hot, caustics, acids, solvents, concrete or chemicals;
- h. **Clothing**. It is mandatory that shirts with a minimum four inch sleeve be worn at all times, shorts are not to be worn on the worksite at any time; and
- i. **Hi-Visibility Clothing**. When working outside, around mobile equipment, in an area where there is vehicle traffic, and whenever weather or light conditions make visibility poor, clothing with reflective qualities sufficient for conditions must be worn.

CEO / Owner

Musculoskeletal Policy

1. Policy

It is the policy of Interlake Electric Ltd to ensure all employees are aware of or advised of any work activity that creates a risk of musculoskeletal injury.

Interlake Electric is charged with the responsibility to conduct a risk assessment for any task where the worker may be subjected to a musculoskeletal injury. On the outcome of the assessment, Interlake Electric will implement control measures to eliminate or reduce the risk of musculoskeletal injury as far as is reasonably practical.

2. Control Measures

- a. make available and maintain equipment that is designed to reduce or eliminate the risk of musculoskeletal injury;
- b. develops and implements safe work procedures (SWP #64);
- b. implement work schedules that incorporate rest and recovery periods, changes to workloads or other arrangements for altering work and/or workers;
- c. provide applicable PPE.

3. Responsibilities

Interlake Electric Ltd's Safety and Health Committee or Representative will be responsible for assessing the risk of musculoskeletal injuries as well as developing appropriate control measures. All developed procedures will be available in the Safe Work Procedures of the General Safety Program manual.

Supervisors will be responsible for monitoring the effectiveness of all control measures implemented. Where the monitoring identifies that a risk of musculoskeletal injury is still present, further control measures must be implemented.

CEO / Owner

Harassment Policy

1. Policy

All employees of Interlake Electric, sub-contractors and visitors are entitled to work in an environment free of harassment. Interlake Electric will take all reasonable measures to ensure that no worker(s) is exposed to harassment at the workplace by enforcing a “no tolerance” policy. Violators of this policy will be subject to disciplinary action in accordance with Interlake Electric’s developed procedures.

Interlake electric’s policy is not intended to discourage or prevent the complainant from exercising any other legal right pursuant to any other law. Any worker has the right to file a complaint with the Manitoba Human Right commission. Interlake will endeavor to work in a spirit of consultation and cooperation with all workers to achieve a respectful work environment for all workers.

2. Definition of Harassment (Workman’s Safety and Health)

“Any objectionable conduct, comment or display by a person that is directed at a worker in a workplace or is made on the basis of: race, creed, religion, colour, sex, sexual orientation, gender determined characteristics, political belief, political association, political activity, marital status, family status, source of income, disability, size or weight, age, nationality, ancestry or place of origin and which creates a risk to the health of a worker”.

3. Making a Complaint

All employees/workers must report harassment complaints to their immediate supervisor/foreman upon occurrence either in writing or in person. The complaint will involve describing the event in detail. All harassment complaints will be documented and investigated by the Supervisor in conjunction with Senior Management and Safety Committee/Representative, while maintaining strict confidentiality.

4. Complaint Investigation Procedure

Interlake Electric’s Senior Management will be charged with the responsibility of conducting investigations. The details of the complaint investigation will be documented, interviews may be conducted and the complainant and the alleged harasser will be informed of the results of the investigation, while maintaining strict confidentiality.

5. Investigation Findings

All finding and details of the investigation may only be disclosed if particulars are necessary to further proceed with the investigation of the complaint, take corrective action, or are required by law. Appropriate action will be taken based on the findings.

CEO / Owner

Violence in the Workplace Policy

1. Policy

All employees of Interlake Electric, sub-contractors and visitors are entitled to work in an environment free of violence. Interlake Electric will take all reasonable measures to ensure that no worker(s) is exposed to violence at the workplace by enforcing a “no tolerance” policy. Violators of this policy will be subject to disciplinary action in accordance with Interlake Electric’s developed procedures.

Interlake electric’s policy is not intended to discourage or prevent the complainant from exercising any other legal right pursuant to any other law. Interlake will endeavor to work in a spirit of consultation and cooperation with all workers to achieve a respectful work environment for all workers.

2. Definition of Violence (Workman’s Safety and Health)

“The attempted or actual exercise of physical force against a person; and any threatening statement or behavior that gives a person reasonable cause to believe that physical force will be used against the person”.

3. Eliminate or Minimize the Risk of Violence

All workers must report to their immediate supervisor, any signs of violent behavior that is perceived to be of a threatening in nature which poses potential risk to their own or others safety and health. Reports must be documented and Interlake Electric’s Safety Administrator and Senior Management must be notified. Acts of violence shall be documented and an incident report must be completed with the Supervisor and submitted to Interlake Electric’s head office within 24 hours.

4. Procedure to Report an Incident of Violence

a. **Employees:**

- move to a safe location and report the incident to your Supervisor immediately;
- provide complete details of the incident, including witnesses names; and
- do not try to resolve the incident yourself or interfere with violent individuals.

b. **Supervisors/Senior Management**

- investigate all reported complaints of violence within 24 hours by completing a company investigation report form;
- attempt to diffuse the situation by discussion with affected parties;
- interview if necessary, alleged violators of company policy, and witnesses;
- if a safe solution is not possible, contact outside assistance such as: Workplace Safety & Health or the local Police Force; and
- inform the alleged violator and complainant of the results of the investigation.

CEO / Owner

Disciplinary Policy

1. Responsibilities

a. Management

- establish a disciplinary process by which to respond to actions where there is disregard for compliance standards established;
- when required, assist Project Manager/Supervisor(s) pertaining to appropriate action to be taken when disciplinary action is to be taken;
- support Project Manager/Supervisor(s) in their decisions made; and
- ensure that disciplinary actions are applied in a consistent and effective manner relevant to the severity of the matter under consideration.

b. Project Manager/Supervisor(s)

- consult with Management when assistance in determining actions is necessary;
- respond to non-compliant activity(s) and apply the Disciplinary Policy;
- record intervention and response to action taken;
- communicate actions to Management and the Safety Administrator;
- provide recipient(s) with copies of disciplinary action and the expected changes;
- forward disciplinary documentation to Management & Safety Administrator for file records.

2. Application

Supervisory staff has the authority to discipline and/or suspend an employee who willfully and knowingly disobeys the rules:

- a. For the **first** infraction - a written warning.
- b. For the **second** infraction - suspension of **1** day off from work.
- c. For the **third** infraction - suspension of **2** days off from work.

If the violation is of a serious nature and/or further disciplinary action is necessary, then it will be subject to the discretion of the Management. Safety violations which may result in **immediate dismissal** or suspension include:

- a. failure to rectify or notify supervisor of a hazardous situation;
- b. failure to replace handrails, barrier covers, or protective devices, including safety signs;
- c. failure to comply with recognized industrial practices;
- d. engaging in dangerous horseplay and/or fighting;
- e. possession of, or being under the influence of illegal drugs or alcohol on project workplaces;
- f. possessing firearms and/or other weapons;
- g. failure to use PPE;
- h. theft, vandalism or damage to property;
- i. insubordination;
- j. failure to use sanitary facilities provided.

CEO / Owner

Sub-Contractor Orientation Guide

The following guide has been developed to communicate responsibilities and expectations of sub-contractors while conducting work at Interlake Electric Ltd's worksites. It remains the sub-contractors responsibility to prepare for any work to be conducted by becoming knowledgeable and familiar with applicable workplace legislated requirements.

Prime Contractors responsibilities.

- For the project, must take reasonable precautions to ensure everyone on the project complies with legal safety and health requirements.

Sub-Contractor responsibilities.

- For knowing, following and enforcing workplace safety legislated rules and regulations.
- Comply with Company safety rules, policies & procedures, even when they exceed legislated rules (scissor lifts).
- Applies to sub-contractor's staff involved & visiting sites and sub-trades.
- Assign a supervisor to each jobsite, Interlake Electric site supervisor must be informed of who is in charge.
- Elect /appoint a Safety representative to each site, name to be provided to Interlake Electric's site supervisor.

Company General Safety rules.

- Every individual supervisor, worker and visitor is responsible for safety.
- Incidents, "near misses" and injuries, regardless of the nature or size shall be promptly reported to Project supervisor.
- CSA approved hardhats and footwear shall be worn by all personnel and clothing appropriate to duties performed, long pants and shirts are minimum requirements, no tank tops, shorts or tennis shoes.
- Safety glasses, goggles or face shields shall be worn when concrete breaking, metal chipping, welding, grinding and for other operations where eye protection is required.
- Hand tools shall not be used for any purpose other than that intended; all damaged or worn parts/equipment shall be promptly repaired or replaced.
- Power tools shall be operated only by authorized personnel, with manufacturers guards "in place".
- All electrical hand tools shall be grounded or double insulated.
- Explosive/powder actuated tools shall only be used by persons who have been instructed & trained in their safe use.
- Compressed gas cylinders shall be secured in an upright position at all times.
- Welding/burning operations shall be carried out only by authorized personnel with appropriate individual PPE.
- Riding on equipment is strictly prohibited; no person shall ride any hook, hoist or other material handling equipment which is used strictly for handling material and not specifically to carry a rider, i.e. Bobcat Skid Steer.
- Running is not permitted anywhere on the job site, except in the case of emergency.
- Smoking is prohibited on any job site, unless a designated area is identified.
- Possession or use on the job site of intoxicating beverages or unauthorized/illegal drugs is strictly forbidden and constitutes grounds for **immediate** dismissal.
- Horseplay, fighting, gambling and possession of firearms are strictly forbidden on the job, grounds for dismissal.
- Foul play or abusive language and swearing will not be tolerated and will warrant disciplinary action where necessary.
- No loud music will be played that can act as a deterrent to safe work practices.

Work clothing.

- Workers will wear clothing that is suitable for the task/work environment and provide protection (long pants & shirts).
- Specialty clothing shall be worn when exposure to hazards exist (i.e. arc flash, fire retardant, corrosive, bio hazardous).

Safety Meetings.

- A sub-contractor representative is required to attend Company safety meetings and tool box meetings.
- Where a sub-contractor holds their own safety meetings, a copy of Minutes is to be forwarded to Site Supervisor.

Alcohol & Drugs in the workplace.

- No possession, sale or consumption of alcohol or drugs is permitted while at the worksite.
- Specific restrictions may apply in some projects (Aboriginal reserves, northern locations).

Smoking restrictions in the workplace.

- No smoking where flammables materials or products are used or stored.
- Manitoba laws prohibit smoking in enclosed public areas and work spaces, only in designated smoking areas.
- Specific restrictions can apply at a project site, always check with the Supervisor.

Use of Walkmans, Discmans, MP3 players & radios.

- Strictly no use of Walkmans, Discmans, MP3 players (with headphones) while on the worksite.
- Vehicle radio volume levels are not to interfere with the operator's ability to know what is happening around him/her.
- Where 2-way radios are used, only work related communication is allowed.

Machine safety & guarding.

- No equipment or tools are to be used without appropriate guards in place.
- If guards or protective devices are missing, the equipment/tool must be taken out of service and be lockout/tag out to prevent use and action for repair/replacement.
- Sub-contractors tools & equipment are subject to inspection and corrective action if a hazard is identified.

WHMIS training and location of Contractor's Material Safety Data Sheets (MSDS).

- All personnel who work with or around WHMIS products must be trained and proof provided upon request.
- All product containers must be labeled in accordance with legislative requirements.
- Any WHMIS controlled product on site must have a MSDS available on site.
- Sub-contractor must inform the site Supervisor of the location of the MSDS for their products.

Vehicle and equipment operation.

- Vehicles and equipment are to be operated in a safe manner at all times.
- Only qualified and licensed operators can operate equipment on a public highway or project worksite.
- Speed limits are to be observed at all times.
- Where equipment requires certification to operate, proof can be requested (i.e. forklift, cranes, boom trucks, etc.).

Personal Protective Equipment (PPE).

- CSA hardhats are to be worn as designed by the manufacturer at all work locations.
- CSA Class 1 footwear, suitable for the environment (i.e. metatarsal protection, high top to prevent ankle injury), tied up.
- Gloves are to be worn when hand protection is warranted.
- Eye protection is required whenever the potential for injury exists (i.e. drilling, grinding, chipping cement, etc.).
- Hearing protection is to be worn whenever the work environment has noise levels where you must raise your voice to speak to someone next to you.
- High visibility clothing is required outside, working around vehicle traffic or moving equipment and minimal lighting.
- Respirators of approved design must be worn where respiratory protection is warranted (i.e. dust, chemicals, etc.).

Workplace housekeeping practices.

- Sub-contractors are responsible for their own clean up; this is to be done on an ongoing basis.
- Storage and disposal must be arranged with the site Supervisor.

Fire prevention protection and control.

- Maintain good housekeeping on an ongoing basis.
- Store flammables in proper containers, in designated areas, away from sun, sparks, welding & other sources of ignition.
- No smoking while dispensing flammable liquids.
- Shut off ignition sources when fuelling vehicles and equipment.
- Provide fire extinguishers where flammable products are to be used, train all employees on use of fire extinguishers.

Reporting "near misses" and incidents.

- Report 'all' near misses, incidents and/or equipment or property damage to the site Supervisor.
- Complete and provide records/documentation of incident activity, including witnesses.
- Cause(s) and corrective action that will be taken to resolve the problem must be disclosed.

Working Alone.

- Where a worker is required to perform work by him/herself, out of view of other employees, a "**Working Alone Plan**" must be prepared and implemented to ensure employee safety to provide assistance should an incident occur.
- If this situation occurs at a project, the sub-contractor must develop a working alone plan and provide a copy to the project supervisor.

Lock out/Tag out.

- Ensure equipment/tools that are out of service or need repair have tags attached to inform other workers not to use them
- Any type of work or inspections that is done on equipment requires all sources of energy to be released, to include: air, gas, hydraulics, electrical, raised attachments, control valves, etc.
- Equipment and attachments must be disabled or blocked to prevent starting and movement.
- Only the person locking out can re-activate or start the equipment.
- Developed lock out/tag out procedures must be followed (SWP 66 & 68)

Fall Protection & Elevated work.

- Identify where fall protection will be required (JHA).
- Use appropriate type of fall protection as required by Provincial legislation (2.5 meters in Manitoba, 3 meters in Ontario).
- Ensure workers are trained and proof of training will be required upon request.
- All equipment must be in approved condition and used in accordance with the manufacturers design.
- An emergency rescue plan must be developed specific to the work being done.

Storage of materials or equipment while on site.

- Sub-contractor is responsible to inform the Company of materials and equipment that will be brought on site.
- Arrangements need to be made for storage (i.e. vehicles, machines, chemicals, flammables, explosives, cylinders, etc.).

Waste management (Storage & disposal).

- Sub-contractor is responsible to manage and dispose of waste in accordance with federal, provincial, and local regulations and bylaws.

Emergency evacuation procedures.

- Sub-contractor needs to submit the emergency procedures that his company will follow in the event of an emergency including specific details for the location, type of work, and types of emergencies that could arise.
- Emergency contact numbers shall be made available to the site Supervisor.
- A coordinated effort between the site Supervisor and the sub-contractor can be developed.

Emergency Spill Response.

- Sub-contractor is required to provide procedures that his/her company would activate in the event of an emergency spill or release of a hazardous product.
- Procedures need to include: 1) precautionary measures required if spill occurs (i.e. flammable products, PPE, hazards involving contact or exposure), 2) action to take to contain spill, 3) location of equipment, 4) clean up procedures.

Reporting or Sign in/Sign out procedures.

- Where applicable, arrangements are to be coordinated with the site Supervisor.

Facility security.

- Where applicable, site or facility security controls must be provided and procedures complied with.

Camp rules.

- Where applicable, when a sub-contractor is staying at the Prime Contractor's camp or facility, under the responsibility of the Prime Contractor all applicable rules are to be complied with (i.e. behavior, smoking, laundry, quarters, alcohol, etc.).
-

Sub-Contractor Requirements prior to job start-up

1. A company representative (management) must complete an Interlake Electric Safety Orientation/Agreement form (attached sheets). Documentation of this orientation must be submitted to Interlake Electric Ltd prior to commencing work on the site. If your company will be hiring any sub-contractors, they must complete a copy of this orientation agreement for as well.
2. Forms to be submitted to Interlake Electric Ltd are as follows:
 - Sub-Contractor Safety Orientation/Agreement forms completed by company representative; and
 - Sub Sub-contractor Safety Orientation/Agreement forms completed by company representative.
 - Compliance Declaration
 - The following forms are to be submitted **IMMEDIATELY** when required: Incidents, Near misses, Stop Work Order (WSH Division), Improvement Order (WSH) Division, and Harassment & Violent Incident Forms
 - Inspections and Safety meetings are to be submitted weekly (if applicable)
3. MSDS for all controlled products brought to the site must be submitted to the Interlake Electric Site Supervisor or the Safety Administrator, Barb Eskilson, (fax 886-2780) prior to work being done on the site. This includes the Sub Sub-Contractors MSDS, both are to complete and use the attached form.
4. If mobile equipment is to be brought and used on the site, the maintenance records must also be submitted to the Interlake Electric Site Supervisor or the Safety Administrator, Barb Eskilson, (fax 886-2780) prior to the equipment arriving on the site. This type of equipment would include: aerial lifts (scissor lifts), forklifts, zoom booms, skid steer, bucket trucks, etc.
5. Any Job Specific Safety procedures, i.e. working alone, lock out/tag out, confined space, etc., must be submitted to the Site Supervisor or the Safety Administrator, Barb Eskilson, (fax 886-2780), prior to the task being performed.

Sub-Contractor Safety Orientation/Agreement Form

1. **Project:** _____ Location: _____

Sub-Contractor company name: _____ Sub-Contractor activity: _____

Orientation Date: _____ Start Date: _____ No. of Workers on Site: _____

2. General Safety:

Guide Ref#	(mark ✓ that were discussed)	✓	Guide Ref #	(mark ✓ that were discussed)	✓
1	Prime Contractors Responsibilities		13	Specialized Personal Protective Equipment (PPE)	
2	Sub-Contractors Responsibilities		14	Workplace housekeeping practices	
3	Safety rules		15	Fire prevention, protection & control	
4	Work clothing		16	Reporting "Near Misses" & incidents	
5	Safety Meetings		17	Working alone/Confined space	
6	Alcohol & drugs in the workplace		18	Lockout / Tag out	
7	Smoking restrictions in the workplace		19	Waste management (storage & disposal)	
8	Use of IPODS, cell phones (texting) & radios		20	Emergency evacuation procedures/Site Specific Orientation	
9	Machine safety & guarding		21	Emergency spill response	
10	WHMIS training & location of MSDS		22	Reporting or sign in/out procedures	
11	Vehicle and equipment operation		23	Facility security	
12	Personal Protective Equipment (PPE)		24	Camp/Site rules	

3. Orientation/training resource reference used:

Safety Orientation Handout Interlake Safety Program Manual WSH Act & Regs Handouts

4. Safety Program information:

1. Does your Company have an up-to-date Safety & Health Program? Yes ____ No ____

2. If not, does your company have any safety systems in place? Yes ____ No ____

Briefly describe: _____

3. Is your Company COR/SECOR Registered? Yes __ No __

4. Has your Company received COR/SECOR Certification? Yes __ No __ Certification # _____

5. Acknowledgement/Certification:

I acknowledge that I have received instruction pertaining to the items identified above (Part 2), and understand the expectations to comply with Interlake Electric Ltd.'s practices, policies and procedures reviewed. In addition, I agree that as a representative of the sub-contract company, I will ensure that information is communicated to all our employees and companies sub-contracted by us. I acknowledge that the Management of Interlake Electric Ltd. is to be notified immediately of any safety concerns, problems or incidents that may arise. I understand that we must comply with and have a general knowledge of the Provincial Safety Regulations of the province we will be conducting work in and that we must also ensure all of our workers and sub-contracted workers understand and comply with this Legislation.

Sub-Contractor Representative
Representative

Print name: _____

Signature: _____

Position: _____

Date: _____ / _____ / _____
(Day) (Month) (Year)

Interlake Electric Management

Print name: _____









Signature: _____

Position: _____

Date: _____ / _____ / _____
(Day) (Month) (Year)

NOTE: "Separate sheet required for each Sub-Contractor", where multiple representatives are orientated at the same time, use: attached form with names & signatures

Workplace Hazardous Material Information System (WHMIS)

Hazard Symbol Classification							
Class A		Class B		Class C		Class D1	
Class D2		Class D3		Class E		Class F	

- Sub-Contractor's Controlled Product List -

Company Name: _____ Project name: _____

Completed by: _____ Date: _____

#	Product Name	Supplier	Min Qty	Max Qty	MSDS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

NOTE: All controlled products brought to site must be listed above, attach additional sheet if required.

Please indicate (X):

- MSDS sheets submitted to: Safety Administrator, Barb Eskilson, Fax (204) 886-2780.
- MSDS available on site with Site supervisor.
- Number of workers on site that are WHMIS trained _____.
- Asbestos or moulds present on site: asbestos _____, mould _____.

Other Comments:

Interlake Electric Ltd.

SUB-CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of Interlake Electric Ltd. will be undertaken in a safe manner, the following declaration must be signed and submitted:

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information:

COR Certification # _____ or Safety Program Registration # _____

DECLARATION

As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and WSH Regulation (MR 217/2006).

As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulation.

As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.

To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

My company has received a copy of Interlake Electric Ltd's Sub-Contractor Safety Orientation Handbook.

Print Name: _____

Signature: _____

Print Title: _____

Date: _____