

SCC CONTRACTOR ORIENTATION CHECKLIST

- Give a copy of the “Contractor Health and Safety Guideline” to the contractors
- Remind contractors to read through the guideline and educate their staff / subcontractors of SCC safety rules
- Finalize the details of the job to be performed
- Facility tour where applicable
- Educate the contractors of signing in and out procedure at the Security Booth
- Contractors submit the WCB Clearance Letter
- Remind contractors to provide a copy of their OH&S program if applicable
- Emergency evacuation procedure
- Injury and incident reporting
- Properly store their chemicals
- Contractors sign off on the “Contractor Health and Safety Agreement Form”

GENERAL POLICY STATEMENT

The Shaw Conference Centre is committed to a health and safety program that protects staff, customers, and property.

Employees at every level are responsible and accountable for the company's health and safety performance. Active participation by everyone, every day, in every job is necessary for the safety excellence the Shaw Conference Centre expects. A comprehensive Health and Safety Program was set in place in 2011, and SCC has successfully achieved its Certification of Recognition (COR). In 2015, management will continue to provide leadership in the program and provide the necessary resources leading into SCC's external audit in October. Our Supervisors will continue to function as a communications and facilitation link between management, the employees, and contractors. They will assist management in ensuring that all employees and contractors are familiar with, and perform their designated tasks in compliance with, the health and safety program.

Contractors and employees at all levels of our team are responsible and accountable for following all safe work procedures, performing their duties with an awareness of health and safety and cooperating in working towards improved health and safety conditions while at work.

Contractors and employees at every level of our team should be familiar with the Alberta Occupational Health and Safety legislation as it applies to their duties.

In 2015, our goal and objective is to continue to maintain a safe, healthy, and rewarding workplace experience for our employees and customers. By working together in all aspects of this program, we can achieve our goal.

General Manager

Date

Reviewed: April 2015

HEALTH & SAFETY RESPONSIBILITIES

Management:

- Ensure staff, clients and their suppliers are informed of the SCC safe operating policies and procedures.
- Ensure SCC staff receives proper orientation and training in safe work procedures.
- Ensure prompt action is taken to correct hazards.
- Ensure regular inspections of the SCC building and premises, as well as SCC owned tools, equipment and machinery, are conducted and recorded.
- Ensure incident investigations are completed for all incidents occurring in the SCC.
- Ensure records are kept of:
 - Inspections
 - Maintenance of SCC equipment
 - Injuries and incident investigations
- Ensure regular reviews of SCC employee work practices are conducted.

Managers:

- Promoting health and safety awareness.
- Ensuring supervisors, employees and contractors are competent to do their work properly and safely.
- Encouraging employee involvement in safety by demonstrating management's commitment to health and safety.
- Assigning health and safety responsibilities to employees in all job levels and ensuring that their performance and behaviour meets the standards of the SCC Health and Safety program.
- Conducting regular inspections of the workplace to observe health and safety behaviours and conditions, and to recognize and reinforce positive behaviours.
- Ensure staff, clients and their suppliers are informed of SCC safe operating policies and procedures.
- Ensure SCC employees receive proper orientation and training in safe work procedures.
- Ensure prompt action is taken to correct hazards.
- Immediately report all critical injuries to the government department responsible for OH&S.
- Participate in the investigation process to become informed about the steps involved.

- Appoint a competent supervisor who sets the standards for performance, and who ensures safe working conditions are always observed.
- Providing appropriate, well-maintained safety and other equipment required for each job. This includes personal protective equipment and first aid supplies.

Supervisors:

- Promoting health and safety awareness.
- Ensuring employees know what is expected of them.
- Ensuring training needs are identified and met.
- Ensuring unsafe conditions and behaviours are corrected immediately.
- Ensuring that only safe work practices are used.
- Ensuring appropriate equipment is available and well maintained.
- Ensuring regulatory requirements are met.
- Ensuring hazards are identified and removed where possible.
- Ensuring employees know and are prepared to deal with the hazards of their work.
- Ensuring all incidents and accidents are reported and corrective measures taken.
- Participating in inspections and investigations.
- Reinforcing and recognizing positive safe work practices of employees and contractors/ subcontractors.
- Instructing workers in safe work procedures and verify their understanding.
- Keeping up to date records of training.
- Enforcing safe work procedures and policies as designated by SCC and OHS regulations.
- Ensuring only authorized and trained workers use and maintain protective equipment.
- Ensuring workers are aware of workplace hazards including their short and long term implications.
- Inspecting work habits, tools, equipment, machinery and work areas regularly.
- Explaining to employees the penalties for violating regulatory requirements and company safety policies.
- Conducting safety meetings as required and record minutes
- Sending copies of meeting minutes to management for review and initials, and post them on workplace bulletin boards.

Employees:

Must protect themselves through:

- Cooperating with the employer in implementing the health and safety program.
- Becoming totally familiar with the health and safety program.
- Actively participating in health and safety program development and maintenance.

- Following health and safety standards and safe work procedures set out by the employer and regulatory requirements.
- Recognizing unsafe work conditions and immediately reporting that information to the supervisor.
- Reporting hazards and if qualified to do so, correcting hazards.
- Abide by all safety procedures.
- Only performing work, handling chemicals or operating equipment if trained and authorized to do so.
- Using protective clothing and equipment when appropriate.
- Checking tools and equipment, including personal protective and safety equipment, for hazards before using them.
- Following SCC and OHS policies and procedures.
- Reporting any injuries to your supervisor.
- Conducting self appropriately and safely.
- Thinking before acting.
- Knowing the location, type and operation of emergency equipment.

On-Site Contractors:

- Ensure their employees are aware of and follow SCC facility safety policies and procedures.
- Ensure their employees regularly receive orientation and safety training specific to their jobs and to the job-site.
- Ensure their employees regularly receive appropriate chemical handling and equipment operation training.
- Ensure that all equipment is maintained properly and repaired in a timely manner.
- Provide records of inspections (as above), equipment maintenance, and employee training to SCC management on request.
- Operate within SCC and Occupational Health and Safety (OH&S) regulations.
- Provide SCC management with copies of all safety procedures and plans that are in writing.
- Instruct their employees to report any hazards to the department manager.

CONTRACTORS HEALTH & SAFETY GUIDELINE

1.0 PURPOSE

The Shaw Conference Centre (SCC) is committed to maintaining a healthy and safe environment for all stakeholders. Protecting and promoting the health and safety of contractors working on site is part of that commitment. Contractor Health and Safety Guidelines have been developed to ensure contractors take all reasonable precautions to protect their safety, and to ensure compliance with all applicable health and safety legislative requirements.

2.0 SCC GENERAL HEALTH & SAFETY POLICY STATEMENT

The Shaw Conference Centre is committed to a health and safety program that protects staff, customers, and property. Employees at every level are responsible and accountable for the organization's health and safety performance. Active participation by everyone, every day, in every job is necessary for the safety excellence standards the Shaw Conference Centre expects. Management will set an example and provide leadership in implementing a comprehensive Health and Safety Program. With help from our department leaders, we will establish health and safety-related policies, safe work procedures, and provide proper equipment and training.

Our managers will function as a communications and facilitation link between management, the employees, and contractors. They will assist management in ensuring that all employees and contractors are familiar with, and perform their designated tasks in compliance with the health and safety program.

Contractors and employees at all levels are responsible and accountable for following all safe work procedures, performing their duties with an awareness of health and safety and working towards improved health and safety conditions while at work. Contractors and employees must be familiar with the Alberta Occupational Health and Safety legislation as it applies to their duties.

Our goal is to maintain a safe, healthy, and rewarding workplace for Shaw Conference Centre employees and customers.

3.0 PROCEDURES

The Contractor Management Program is composed of the following steps:

1) Pre-qualification of a Contractor: Pre-qualification is a process of evaluating and determining the competency of contractors who have demonstrated the required experience, capability and capacity. In addition, the hiring manager will also assess the contractor, if the contractor has:

- A track record of exemplary and consistent health and safety performance;
- Ability to deliver consistent quality of work (i.e. quality and availability of equipment, machinery, trained personnel);
- Has a Health and Safety Program in place.

2) Selection of a Contractor: Should more than one contractor become interested, select the best suitable contractor to complete the task in hand.

3) Pre-job activities:

- Finalize the details of the job to be performed;
- Facility tour where applicable;
- **Contractor signs off on the “Contractors Health and Safety Agreement Form”¹;**
- SCC OH&S Program (i.e. Evacuation Process, Incident Reporting, Using equipment, etc.);
- Contractor submits his/her WCB Clearance Letter; or the OH&S Program Advisor can access the contractor’s WCB Clearance online instead.

4) On the Job:

- **Contractors sign in at the Security Booth and obtain a “Contractor’s Badge”,**
- **Contractors sign out at the end of the day at the Security Booth and return the badge.**
- The hiring manager monitors the work completing/completed by the contractor on a regular basis;
- The hiring manager discusses performance (including Health and Safety performance) or issues with the contractor.

4.0 RESPONSIBILITIES

1) Senior Management:

- Ensure that a Contractor Management Program is in place.
- Ensure that responsibility is assigned to monitor the program.

2) Staff:

- Report to their Manager or Supervisor if any contractor performing any unsafe work or regulatory violation.

3) The Hiring Manager:

- Ensures that each contractor working on SCC property has signed the “Contractor Health and Safety Agreement Form”;

¹ Contractor Health and Safety Agreement form states the requirements that must be complied with while on SCC property. It serves as the due diligence document to demonstrate that reasonable precaution was taken for the protection of the health and safety of all stakeholders. **All contractors must sign this form.**

- Ensures that contractors provide a WCB Clearance Letter indicating that they are in good standing with the WCB;
- Ensures that all contractors sign in and out of the building (emergency response regulation);
- Provides appropriate orientation to the contractors;
- Ensures that contractors are monitored to ensure the work is being done in a safe and professional manner;
- Ensures that unsatisfactory conditions and/or acts are reviewed and corrected immediately with the contractor and their employees;
- Contractors who do not comply with the “Contractor Health and Safety Agreement” are requested to leave the property; and any unsafe conditions/acts and corrective actions taken are fully documented.

4) Contractors and Subcontractors:

- Anyone not directly employed by SCC and performing any work on company property should be considered a contractor or subcontractor. These workers must adhere to the SCC, and their own company’s health and safety policy and requirements to ensure they do not injure themselves, our guests, or our employees.
- Educate their staff / subcontractors who work at SCC property are aware of and comply with SCC Health and Safety rules. The rules are as follows:
 - Contractors / subcontractors perform in a safe and professional manner.
 - Contractors / subcontractors have adequate training in performing the tasks.
 - Contractors / subcontractors comply with all legislative requirements.
 - Understand the emergency evacuation procedure at SCC property. (*see Section 5.0 for detail*)
 - Contractors / subcontractors advise SCC of any possible health and safety concerns, such as unsafe conditions, potentially generated by the contractor’s presence or activity on the property.
 - Contractors / subcontractors provide SCC with a copy of their health and safety program if applicable.
 - Contractors / subcontractors provide SCC with proof that they have a WCB account in good standing.
 - Contractors / subcontractors are aware that SCC will make regular inspections to ensure contractors adhere to SCC’s health and safety rules.
 - Contractors and subcontractors need to report injuries and incidents to the Hiring Manager or the Security Department:
 - ✓ Fatalities.

- ✓ Incidents that could have caused injury, property damage or product loss.
- ✓ Injuries or occupational illnesses that result in employees being hospitalized or requiring medical aid.
- ✓ Injuries or occupational illnesses that prevent an employee from performing usual tasks.
- ✓ Injuries that are treated at the property.
- ✓ Any emergency or loss, such as a motor vehicle collision, fire, explosion, vandalism or spill.
- ✓ All information on the incident, including environmental conditions, etc.

5.0 EMERGENCY PROCEDURES

5.1 Goal

Emergency Response Guidelines designed to clarify the roles of management and workers and to minimize confusion when responding to an emergency. The goal is to

- The primary goal is to ensure that all workers, visitors/public and other persons on the site are safe and the situation is kept under control.
- Prevent and reduce injuries and save lives;
- Minimize danger to property and the environment; and
- Restore essential services as quickly as possible.
- Ensure that all incidents are controlled, minimized and handled in an efficient and effective manner.

5.2 Responsibility

- It is the responsibility of the SCC to ensure the safety of workers, visitors, and contractors at all times. The Vice-President/General Manager or other designated individual is the person in charge.
- For this plan to be effective, it is important that everyone is aware of the Emergency Response Plan and their assigned duties and responsibilities in an emergency.
- Each contractor should know when to evacuate, where to go, and to whom they should report.
- All contractors are required to follow instructions, evacuate their assigned areas when necessary and if required to exit the building do so in an orderly manner and meet at either the Jasper Avenue or Grierson Hill Road muster points. Deviations from this basic procedure will put others at risk.
- There are many potential emergencies. We have tried to address them all. Each type of emergency comes with its own set of issues; therefore, it is important to listen to the public address system carefully if an emergency is declared to ensure that you are following the right procedure.

General Emergency

Notify the Security Department immediately when an emergency is detected by dialing "0" on any house phone or calling 780-917-7878.

Do not call 9-1-1

The Security Department is the first contact. They will assess and coordinate any notification requirements to external emergency services and agencies.

Medical Emergency

- If a medical emergency occurs, contact Security by dialing "0" on any house phone or calling 780-917-7878.
- Security will assess the situation and determine the need to activate the emergency response. If Emergency Medical Services are required, Security will contact them.
- Security will attend the scene to assess, and if safe, provide first aid treatment. Remain with Security to assist as directed by Security personnel.
- If the victim is in a danger zone, do not enter the area, as you could become a victim while trying to initiate a rescue. Stay near the area, talk to the victim, and make sure that Security have been notified and await their arrival. If the area becomes secure, enter and only move a victim if it is necessary. Provide First Aid treatment if qualified to do so and wait for security personnel.

Fire or Explosion

- Notify a Manager/Supervisor or Lead Hand immediately if a fire is identified.
- Activate a fire pull station and remove any equipment or tools from hallways to allow clear access.
- Notify security by dialing "0" on any house phone or calling 780-917-7878.
- When told to evacuate, proceed in an orderly fashion and ensure that you are out of danger as quickly as possible.
- Do not re-enter the building until security or the Emergency Services declares it "All Clear".

Accident, Wind Storm or Tornado

During a windstorm, tornado, or other storm warnings or emergencies, follow the instructions of Security.

Bomb Threat

Notify Security by dialing "0" on any house phone or calling 780-917-7878.

SCC has comprehensive emergency procedures for potential bomb threats. Follow the instructions of the Vice-President/General Manager, Security, or Emergency Services personnel.

Bodily Injury to Guests

Notify Security immediately if a guest has been injured, no matter what level of injury is apparent.

Security will secure the area, assess the situation, and take necessary action.

Security is responsible for completing and circulating a "Report of the Accident".

Death on Premises

Notify security immediately if a person dies on the premises and secure the area until they arrive.

Security will contact the appropriate emergency services personnel and complete the necessary reports.

Hold-Up and Intrusion Alarms

If a hold-up (robber) occurs or an intrusion alarm sounds, it is imperative that Security be notified immediately. Security will contact Edmonton Police Service.

Evacuation

- In case of an evacuation, all workers are required to evacuate their assigned area and follow instructions.
- Exit building in an orderly manner and meet at one of the two pre-assigned muster points located on Jasper Avenue and Grierson Hill Road.
- Security will inform workers when it is safe to return to the building and work areas.
- No persons shall re-enter the building until security has announced the "ALL CLEAR".
- All workers, visitors and contractors will follow instructions given by security.
- PLEASE REFER TO THE "EMERGENCY POSTER" ON THE NEXT PAGE FOR EVACUATION PROCEDURE.

EMERGENCY PROCEDURES

1.0 Purpose

Emergency Response is designed to clarify the roles of management and workers and to minimize confusion by providing general guidelines for response to an emergency and an overview of responsibilities in an emergency.

The purpose of Emergency Response is to provide an organized means to:

1. prevent and reduce injuries and save lives
2. minimize danger to property and the environment
3. restore essential services as quickly as possible

2.0 Goal

The main objective when dealing with an emergency is to ensure that all the workers, visitors/public and other persons on the site are safe and the situation is kept under control. The challenge is to ensure that all incidents are controlled, minimized and handled in an efficient and effective manner.

3.0 Process

This is an overview of the emergency evacuation plan. This information is provided for general information. To understand the complete plan it is necessary to view the emergency evacuation procedures documents held within each department and Security.

If an emergency is identified then the individual identifying the situation must notify a Manager / Supervisor or ensure that the internal emergency response system is activated by contacting security. Our emergency plan identifies specific positions or people at S.C.C. who are in charge in the event an emergency arises. These people or their designates have the authority to direct the emergency process. It is important that they are listened to and that their directions are followed.

Our emergency response system is tested on a regular basis.

4.0 Emergency Response Procedures

At S.C.C. we have a comprehensive Emergency Response manual that details all anticipated emergencies. For full details on all emergencies refer to the Emergency Response Manual.

Security Emergency Number is 878.

Responsibility

It is the responsibility of the S.C.C to ensure the safety of Workers, Visitors, and Contractors at all times. The Vice-President/General Manager or other designated individual is the person in charge.

It is the responsibility of every worker to understand their responsibilities in the event of an emergency. Each worker should know when to evacuate, where to go, and to whom they should report.

For this plan to be effective, it is important that everyone is aware of the Emergency Response Plan and their assigned duties and responsibilities in an emergency.

Workers will be instructed in emergency procedures as described in this plan.

The emergency plan has been developed so that if a partial or total evacuation is necessary, all workers know what is expected of them to ensure their personal safety and the safety of others.

The Manager / Supervisor or designate is obliged to ensure that everyone follows the plan in the event of an emergency. All workers are required to follow instructions, evacuate their assigned areas when necessary and if required to exit the building do so in an orderly manner and meet at either the Jasper Avenue or Grierson Hill Road muster points.

Deviations from this basic procedure will put others at risk. Your co-operation is necessary to ensure a smooth and effective emergency response.

There are many potential emergencies. We have tried to address them all. Each type of emergency comes with its own set of issues therefore, it is important to listen carefully if an emergency is declared to ensure that you are following the right procedure.

Speak with your Manager or Supervisor to make sure you understand what is expected of you.

General

When an emergency is detected, notify Security immediately. The emergency number (878) is posted at all house telephones.

Do not call 9-1-1

Security will take charge of the situation and will activate the emergency process to notify the appropriate emergency response personnel.

Medical Emergency

If a medical emergency occurs, contact Security at 878. Security will assess the situation and determine the need to activate the emergency response. If Emergency Medical Services are required, Security will contact them. Security will attend the scene to assess and if safe give first aid treatment. Remain with Security to assist as directed by security personnel.

If the victim is in a danger zone, do not enter the area, as you could become a victim while trying to initiate a rescue. Stay near the area, talk to the victim, and make sure that Security have been notified and await their arrival. If the area becomes secure, enter and only move a victim if it is necessary. Provide First Aid treatment if qualified to do so and await for security personnel.

Evacuation

In case of an evacuation, all workers are required to evacuate their assigned area and follow instructions; exit building in an orderly manner and meet at one of the two pre-assigned muster points located on Jasper Avenue and Grierson Hill Road. Security will inform workers when it is safe to return to the building and work areas. No persons shall re-enter the building until security has announced the "ALL CLEAR".

All Workers, Visitors and Contractors will follow instructions given by security.

Fire or Explosion

If a fire is identified notify a Manager/Supervisor or Lead Hand immediately. Activate a fire pull station and remove any equipment or tools from hallways to allow clear access.

Notify security. When told to proceed, evacuate, proceed in an orderly fashion and ensure that you are out of danger as quickly as possible.

Do not re-enter the building until security or the Emergency Services declares it "All Clear".

For your own safety and that of others, follow instructions given by the Emergency Services Personnel or security.

Accident, Wind Storm or Tornado

During a windstorm, tornado, or other storm warnings or emergencies, follow the instructions of Security.

Bomb Threat

We have a comprehensive emergency procedure for potential bomb threats.

Call Security first at 878.

In the event that there is a bomb threat, follow the instructions of the Vice-President/General Manager, Security, or Emergency Services personnel.

Bodily Injury to Guests

If a guest is injured while at the S.C.C. it is imperative that security be notified immediately. Once notified security will proceed to the scene and secure the area. Security will complete the "Report of the Accident".

Death on Premises

If a person dies while on the premises security must be notified. Secure the area. Security will contact the appropriate emergency services personnel. Security will complete the necessary reports.

Hold Up and Intrusion Alarms

If a hold up occurs or an intrusion alarm sounds then it is imperative that security be notified immediately. The police will be contacted by security. Security will investigate in conjunction with the Edmonton Police Service.

EMERGENCY NUMBER IS

878

FROM CLOSEST HOUSE PHONE

FIRE EMERGENCY

IF YOU SEE SMOKE OR FIRE

- Remove those from immediate danger
- Ensure door is closed
- Activate fire alarm
- Call fire department (911)
- Try to extinguish fire

IN CASE OF FIRE ALARM

IF YOU HEAR A FIRE ALARM ALERT SIGNAL (SLOW BEEPING SOUND)

- Prepare to leave the building
- Identify exits
- Prepare to assist with evacuation

IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL (FAST BEEPING SOUND)

- Leave building via the nearest exit
- Do not use elevators
- If you encounter smoke in the stairway use alternate exits
- Once outside building, stay clear and do not return until declared safe to do so by the Fire Official
- Do not attempt to remove vehicles from the loading docks
- Follow instructions over load speakers or from security staff

Remain Calm....Do not use elevators

IN CASE OF MEDICAL A EMERGENCY

- Dial emergency number for security office 878 from closest house phone
- Give exact location
- Give detailed information of the injury and the cause of the injury
- Remain with the injured party until security personnel arrive

Note: When evacuation is required, all employees are to meet at designated **muster points** in order to be counted for.

- Jasper Avenue/Pedway levels – Jasper Avenue
- Mezzanine/Assembly/Meeting Room levels – Grierson Hill Road

LOADING DOCK OPERATIONS

1.0 POLICY

SCC recognizes that the loading dock is the primary load in/out hub servicing all areas of the building and thus a high traffic area with potential hazards to human and capital resources. All levels of SCC personnel, contractors, and clients/guests are responsible in making the loading dock a safe workplace environment.

2.0 PROCEDURE

Forklifting:

- Qualified operators must sign in with Event Services (E/S) for key release, Security if E/S not onsite.
- E/S personnel and operator to perform a forklift inspection before key release. Contractor management to ensure all operator licenses are onsite within SCC and current.
- Contractor forklift operators must carry an approved forklift operator's card provided by E/S after inspection.
- SCC departmental managers to ensure all SCC forklift operators' licenses are current.
- All operators must adhere to safety and driving standards set out by *Alberta Safety Council* guidelines and SCC's SWP #98 – Forklift Usage.
- All operators are responsible for reporting any forklift mechanical issues or property damage to E/S or loading dock personnel.
- Forklifts must be parked in designated areas after usage.
- Operators must return keys back to SCC personnel and return operator card once forklift inspection completed.

Unloading/Loading:

- All contractor, delivery services, exhibitors, client move-ins must report to one of the following: SCC shipper/receiver, Goodkey dock personnel or Security Service upon arrival.
- All truck trailers or large vehicles not considered personal vehicles must chock their wheels and put on emergency brake. All vehicle engines must be turned off once parked.
- When applicable, use hydraulic lift ramps to allow for safe loading/unloading. Turn on the guide lights to assist drivers in their back-up procedures.
- Utilize mounted spotlights to improve visibility within enclosed trailers.
- Forklift operators can only enter truck trailers rated for safe forklift unloading, has its emergency brake engaged, wheel chocks in place, and truck driver is aware of forklift unloading and has given consent.

- Ensure all vehicles are not parked under overhead doors. If vehicle is too large, inform loading dock personnel of vehicle presence under the door. During winter, tractor trailer has to disconnect and park outside in order to allow door closure.
- When operating the overhead door panel, ensure that doors are free from obstruction. Do not leave panel until door has completely opened or closed safely.

Loading Dock Parking:

- At no time should personal vehicles be left parked within the loading dock beyond a reasonable unload time for clients/exhibitors.
- SCC personnel are not to use the interior loading dock area for parking.
- Unhitched trailers within the loading dock must gain authorization from SCC management to park.
- All parked vehicles must report to loading dock personnel, Goodkey, or Security Service, with declared egress time.

Loading Dock Storage:

- Only SCC or Goodkey personnel, with management authorization, can store items on the upper level of the loading dock.
- Contractors, exhibitors, and clients must receive approval from shipper/receiver, SCC management, or Goodkey to store items on the loading dock.
- No items can be left on designated forklift areas, hydraulic lift ramps, or clearly marked areas prohibiting storage.
- At no times can there be any items stored in front of either elevator door or the elevator pump room access door.
- All items/loads must be properly secured and have no risk of falling/spilling off pallets, carts, etc.
- Loose or open items cannot be stored above eye level.
- Authorization for storage of pressurized vessels on the loading dock must be obtained by SCC management or Goodkey. Security Service to be notified of its presence. Pressurized vessels must be stored in a secured manner and isolated from other equipment and active operations.

Baler Unit:

- Baler unit can only be used by qualified SCC personnel, no exceptions.

Waste Disposal Bay:

- When disposing of waste items, all are responsible with adhering to proper waste disposal techniques.
- Follow posted signage for proper disposal of organic, recycle, and waste materials to adhere to SCC's green and sustainability initiatives.
- Glass, plastic, and can items that have a refundable deposit must be stored in proper location behind caged area.

- Waste oil drums are intended for discarded cooking oil only. When filling waste oil drums, ensure all spillage is cleaned up thoroughly including the top of the drums to avoid slipping hazards. Request assistance from Housekeeping or Stewarding for proper clean-up. Do not fill drums above 2/3 capacity.
- Utilize provided hose for clean-up of floor or grated areas of any spillage.
- Use proper lifting techniques to avoid injury.
- Inform housekeeping when bins are full, do not fill bins above the brim.

CONTRACTOR HEALTH AND SAFETY AGREEMENT

Contractor Company Name (Common): _____

Contractor Company Name (Legal): _____

- I will ensure all my representatives, including myself, follow all applicable legislated rules and regulations.
- I will ensure all equipment used at this work-site meets government requirements and is safe to operate.
- I will ensure only fit and appropriately skilled employees will be used on this work-site.
- All my representatives, including myself, agree to follow all Shaw Conference Centre Health and Safety rules and procedures.
- I am aware of the location of Material Safety Data Sheets (at Security Booth, Housekeeping dept, Maintenance dept, Stewarding dept) at SCC. I will ensure that my representatives and I properly store the chemicals that we bring to SCC's site.
- I will provide SCC a Clearance Letter from WCB.

My representatives including myself further agree to:

- Sign in and out at the Security Booth;
- Use or wear protective equipment or clothing as required;
- Not use SCC's equipment without prior approval;
- Report any accident or property damage to the person who hired the contractor;
- Investigate and provide copies of the investigation of any accidents that occur with my representatives while on SCC's premises to security;
- Be familiarize with the SCC's Emergency Evacuation Procedure;
- Not start work on any project until management authorization is given; and
- Leave the workplace in a clean and orderly fashion with all garbage and debris removed.

If compliance with any of the above undertakings is not followed, I understand we, as contractors, may be asked to leave the premises until compliance can be achieved. Such action by SCC will in no way increase the cost of our contract to SCC.

Contractor Representative:

Name: _____ **Position:** _____

Signature: _____ **Date:** _____

NOTE: This agreement is valid for one year from the date it is signed.