

EDMONTON CONVENTION CENTRE CONTRACTOR HEALTH & SAFETY ORIENTATION CHECKLIST

- ☐ Provide contractors with Contractor Health and Safety Guideline
- ☐ Inform contractors it is their responsibility to review the Contractor Health and Safety Guideline package and to educate their staff / subcontractors of Edmonton Convention Centre 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"

CONTRACTOR HEALTH AND SAFETY GUIDELINE

The Edmonton Convention Centre (ECC) 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.

HEALTH & SAFETY RULES

Purpose

In general terms, Health and Safety rules are written to protect all employees, contractors, visitors and customers from known hazards while on ECC property as well as to ensure compliance with all regulatory requirements.

The successful business operation and reputation of ECC is built upon the principles of fair dealing and ethical conduct of our employees. All ECC personnel and contractors are expected to respect and abide by the company's health and safety rules.

Contractors and Subcontractors:

Anyone not directly employed by ECC and performing any work on company property will be considered a contractor or subcontractor. These workers must adhere to the ECC and their own company's health and safety policy and are required to ensure they do not injure themselves, ECC guests, or ECC employees. Contractors are responsible to ensure their staff / subcontractors who work at ECC property are aware of and comply with ECC health & safety policies. 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 procedures at ECC property.
- Contractors / subcontractors advise ECC 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 ECC with a copy of their health and safety program if applicable.
- Contractors / subcontractors provide ECC with proof that they have a WCB account in good standing.
- Contractors / subcontractors are aware that ECC will make regular inspections to ensure contractors adhere to ECC'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.

EMERGENCY PROCEDURES

The ECC believes that the personal safety of all persons on our site is of primary importance. Every effort is made to avoid or prevent the occurrence of on-site emergencies or critical incidents. Unfortunately, despite our best planning and preparation, we may unexpectedly experience such an event at any time. The result could be serious injury or death of employees and guests and/or severe damage or destruction of property. Comprehensive emergency response plans have been developed to enhance the protection of lives and property during and following an emergency incident.

When an emergency is detected, notify security immediately. Security can be notified by dialing **878** on any house telephone or by dialing **780.399.4963**

Do not call 9-1-1. ECC security will take charge of the situation and will activate the emergency process to notify the appropriate emergency response personnel.

Following is a summary of the procedures for responding to an emergency at ECC. These procedures apply to all staff, clients and contractors of ECC.

Types of Emergency Occurrences:

- *Emergency alarm activation (fire, explosion, building collapse or severe structural damage)*
- *Bomb threat*
- *Hazardous materials accident (chemical spill, natural gas leak)*
- *Suspicious package or device*
- *Biological and chemical threat*

FIRE ALARM

ECC is equipped with a two-stage alarm system.

First Stage (Pre-Alarm)

This alarm signals that the alarm system has been activated either through a pull station or a smoke or fire detector. The sound is a low-pitched, repeating 'buzzer' that emits approximately 20 beeps per minute. If you hear a fire alarm alert signal:

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

Second Stage (General Alarm)

This alarm signals that there is a need to evacuate the building. The sound is a high-pitched 'whooping' sound that emits approximately 120 beeps per minute. Strobe lights are activated; however, these are not visible in all areas of the building. If you hear a fire alarm evacuation signal:

- Leave the building via the nearest exit
- Do not use elevators
- If you encounter smoke in the stairway use alternate exits
- Once outside the 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 loud speakers or from security staff

Fire and Emergency Medical Services are not directly contacted during a Stage 1 Alarm. Once the situation has been assessed, ECC security will contact Fire and Emergency Medical Services if required.

EMERGENCY EVACUATION ROUTE FLOOR PLANS

*Use the ones created for the facility guide

MUSTER POINT LOCATIONS



Medical Emergency

If a medical emergency occurs, contact security by dialing **878** on any house telephone or by dialing **780.399.4963**. Security will assess the situation and determine the need to activate the emergency response. If Emergency Medical Services (EMS) 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 wait for security personnel.

LOADING DOCK OPERATIONS

Policy

ECC 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 ECC personnel, contractors, and clients/guests are responsible in making the loading dock a safe workplace environment.

Procedure

Unloading/Loading:

- Contractors must report to one of the following: ECC shipper/receiver, GES dock personnel or security department 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 trailers must disconnect and park outside 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 vehicles be left parked within the loading dock beyond a reasonable unload time for contractors.
- Unhitched trailers within the loading dock must gain authorization from ECC management to park.
- All parked vehicles must report to loading dock personnel, GES, or security department, with declared departure time.

Loading Dock Storage:

- Only ECC or GES personnel, with management authorization, can store items on the upper level of the loading dock.
- Contractors must receive approval from shipper/receiver, ECC management, or GES 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 ECC management or GES. Security 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 ECC 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 ECC'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

Additional Information

ECC Security is located on the Pedway Level between the escalators. Should security not be in their booth, use the red phone located on the wall to contact them. Security can be reached 24 hours a day at 780.399.4963.

Contractors must sign in and out with security each time they are on ECC property. One person from each contractor can sign for all contracted employees on site. Please ensure all contracted employees are wearing the issued contractor pass while working onsite. Failure to visibly show this pass may result in a contractor being asked to leave property.

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 Edmonton Convention 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 ECC. I will ensure that my representatives and I properly store the chemicals that we bring to ECC's site.
- **I have provided ECC a clearance letter from WCB.**

My representatives including myself further agree to:

- Sign in and out at the security booth, wear contract pass at all times, return pass at end of day;
- Use or wear protective equipment or clothing as required;
- Not use ECC'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 ECC's premises to security;
- Be familiar with the ECC'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;
- Ensure vehicles are not left on the loading dock without prior approval

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 ECC will in no way increase the cost of our contract to ECC.

Contractor Representative:

Name: _____ **Position:** _____

Signature: _____ **Date:** _____

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