



Contractor Health & Safety Manual (Canadian Operations)

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1.0 **PURPOSE & SCOPE**

- 1.1 This policy applies to contractors working at any of the Canadian sites of *Carmeuse Lime & Stone*.
- 1.2 Carmeuse is committed to ZERO INJURIES – to protecting the health and safety of its employees, visitors and Contractors. As such, Carmeuse expects the same demonstrated commitment from its Contractors.
- 1.3 This policy has been written as an **easy reference** for Contractors and Project Managers.
- 1.4 More detailed information can be obtained by referring to the site's *Safety* and/or *Emergency Response Manual*. Copies of Carmeuse policies are available for review – contact the Project Manager.
- 1.5 Contractors are expected to comply with all applicable legislative requirements and accepted industry standards, such as, but not limited to: the *Occupational Health & Safety Act*, the *Regulation for Mines and Mining Plants*, and the *Regulation for Construction Projects*.
- 1.6 An effort has been made to NOT reiterate requirements that are detailed in applicable regulations and standards. Contractors are expected to refer to those regulations and standards for further information.
- 1.7 Where there is a discrepancy between a Carmeuse policy, an accepted standard, or a legislated requirement, the more stringent requirement shall apply.

2.0 DEFINITIONS

2.1 Construction:

- 2.1.1 Includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project

2.2 Project:

- 2.2.1 A construction project, whether public or private, including,
- the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,
 - the moving of a building or structure, and
 - any work or undertaking, or any lands or appurtenances used in connection with construction

2.3 Constructor:

- 2.3.1 A person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.
- 2.3.2 If Carmeuse performs any of the following duties, Carmeuse assumes the role of Constructor:
- Hires multiple Contractors
 - Manages day to day work
 - Schedule work on the project
 - Exercise cost control of the project
 - Include any Carmeuse employees to work on the project

2.4 Owner:

- 2.4.1 A trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate.
- At all times, Carmeuse is considered the “owner”.

2.5 Employer:

2.5.1 A person who employs one or more workers or contracts for the services of one or more workers and includes a Contractor or subcontractor who performs work or supplies services and a Contractor or subcontractor who undertakes with an owner, constructor, Contractor or subcontractor to perform work or supply services

2.6 Project Manager:

2.6.1 The Carmeuse employee responsible for the completion of the project.

2.7 Contractor:

2.7.1 Any third party, including subcontractors, that conducts work on Carmeuse property.

2.8 Hot Work:

2.8.1 Any activity that creates a source of ignition. This includes:

- Welding, cutting, burning, or brazing,
- Grinding or other spark-generating tasks,
- Use of any device that contains a flame, such as propane torches, kerosene heaters, tar heaters for roof repair, torch soldering irons, etc,
- Explosive-actuated fastening tools

2.9 Confined Space:

2.9.1 A space with limited or restricted means of entry or exit, and;

2.9.2 A space not primarily designed or intended for human occupancy, and;

2.9.3 Due to its construction, location, contents, or work activity therein, may have one or more of the following hazards:

- A hazardous atmosphere
- Engulfment - a material that has the potential for engulfing an entrant
- Entrapment - due to its shape and size
- Contains any other serious safety or health hazard that requires control.

3.0 RESPONSIBILITIES

3.1 Buyer

- 3.1.1 Provide this document to bidding contractors

3.2 Project Manager:

- 3.2.1 Provide Material Safety Data Sheets if exposure to our products is likely to occur.
- 3.2.2 Facilitate a pre-construction meeting.
- 3.2.3 Be sure there is a procedure to complete site specific orientations.
- 3.2.4 Regularly observe the work practices of Contractors. If you identify substandard conditions or work practices, notify the Contractor.
- 3.2.5 Provide support, if needed, to the contractor during any investigations.
- 3.2.6 Has the option to evaluate the performance of the contractor using the form found in the Appendix.
- 3.2.7 Represent Carmeuse and act as the “owner”, “employer” or “constructor”, as required by the circumstances.
- 3.2.8 Investigate all incidents related to their project.
- 3.2.9 Clearly establish who will act as the “constructor”.
- 3.2.10 Investigating, stopping, and correcting any unsafe work by the Contractor.
- 3.2.11 Ensuring the Contractor conducts health and safety meetings and providing support when necessary.

3.3 Constructor:

- 3.3.1 File the Notice of Project with the Ministry of Labour (if required)
- 3.3.2 Ensure relevant regulations, standards, and Carmeuse safety policies are identified and followed.
- 3.3.3 Retain copies of relevant documents on site.
- 3.3.4 Ensure that the Contractor establishes a health and safety representative or joint health and safety committee if required.

3.4 Contractor:

- 3.4.1 Ensure all its sub contractors and employees comply with all relevant health and safety requirements of Carmeuse and applicable regulations.
- 3.4.2 Satisfy all regulatory requirements as an “employer” or “constructor”, as applicable to the circumstances.
- 3.4.3 Immediately report and investigate all incidents.
- 3.4.4 Investigating, stopping, and correcting any unsafe work by its employees.
- 3.4.5 Provide all documentation required by this policy and maintain all required records.

NOTICE OF PROJECT

- 3.5 The constructor must file a “notice of project” before beginning work, if one of the following conditions apply:
- 3.5.1 The total cost of labour and materials for the project is expected to exceed \$50,000;
 - 3.5.2 The work is the erection or structural alteration of a building more than two storeys or more than 7.5 metres high;
 - 3.5.3 The work is the demolition of a building at least four metres high with a floor area of at least thirty square metres;
 - 3.5.4 The work is the erection, structural alteration or structural repair of a bridge, an earth-retaining structure or a water-retaining structure more than three metres high or of a silo, chimney or a similar structure more than 7.5 metres high;
 - 3.5.5 Work in compressed air is to be done at the project (i.e. under water);
 - 3.5.6 A tunnel, caisson, cofferdam or well into which a person may enter is to be constructed at the project;
 - 3.5.7 A trench into which a person may enter is to be excavated at the project and the trench is more than 300 metres long or more than 1.2 metres deep and over thirty metres long; or
 - 3.5.8 A part of the permanent or temporary work is required by the *construction regulation* to be designed by a professional engineer.
- 3.6 The following activities typically require a Notice of Project:
- 3.6.1 Demolition
 - 3.6.2 New Installation/building/structures
 - 3.6.3 Kiln rebricking

4.0 REQUIRED DOCUMENTS

- 4.1 Prior to the issuance of the Purchase Order, each Contractor must provide Carmeuse:
 - 4.1.1 A WSIB clearance certificate, and
 - 4.1.2 A copy of their Certificate of Liability Insurance naming **Carmeuse Lime (Canada) Limited**, with a minimum of \$2 million liability.
 - 4.1.3 A signed copy of the Commitment Agreement in Appendix 1
- 4.2 A Contractor will not be permitted to work on Carmeuse property if they fail to provide the above documentation.

5.0 PREQUALIFICATION

- 5.1 Safety, quality, and cost considerations are all of importance in selecting contractors. Contractors must obtain safety pre-qualifications prior to a bid being awarded. In order to properly evaluate each contractor's qualifications to perform the work in a safe manner, contractors must complete a contractor safety questionnaire.
- 5.2 In addition to the questionnaire, contractors must qualify based on guidelines established by management. These guidelines require documentation of a contractor's historical safety performance and, when appropriate, written safety program. The written program should address – management commitment and accountability, staff qualifications, orientation for new employees, safety meetings, on the job discipline, accident/incident investigation, safety training, and substance/alcohol abuse program.
- 5.3 One criterion for selection of a contractor is a Workers' Compensation EMR of 1.0 or less.
 - 5.3.1 If the EMR rate is greater than 1.0 approval may be granted if the contractor has instituted adequate programs to reduce this rate.
- 5.4 For all capital projects over \$25,000 the Project Manager or Purchasing Agent must ensure a pre-qualification of the Contractor has been completed, prior to the issuance of the Purchase Order.

6.0 PRECONSTRUCTION MEETING

- 6.1 Prior to the beginning of the work, a meeting is to be held that includes all supervisory personnel of the each Contractor and the Project Manager, to ensure that all relevant safety information is communicated.
- 6.2 Additional meetings may be required depending on the size and length of the project.
- 6.3 This policy may be used as the agenda. For each category – determine requirements that are unique for that project.

7.0 SITE SPECIFIC ORIENTATION

- 7.1 Although there are common processes practices between Carmeuse sites, there are site specific procedures and hazards that every Contractor must be aware.
- 7.2 Each employee of the Contractor must complete a site specific orientation.
- 7.3 The orientation must be provided by a Carmeuse employee.
 - At Northern and Dundas sites, the contractor representative may complete the orientations on Carmeuse behalf
- 7.4 Each employee must be given a hard hat sticker. The hard hat sticker is good for the remainder of the calendar year.

8.0 CONFINED SPACE

- 8.1 A “confined space entry permit” must be completed prior to entry. Typically, the Project Manager, or other Carmeuse employee, will complete the permit. In some instances, the Contractor may complete the permit. In such instances, the Contractor may utilize a Carmeuse permit, or their own.
- 8.2 Reference sheets have been completed for all confined spaces. The Contractor and Project Manager should refer to these reference sheets for assistance in completing the permit.
- 8.3 Emergency response procedures must be established prior to entry. The level of preparation will depend on the inherent hazards of the confined space.
- 8.4 Contractors must provide their own equipment, including atmospheric monitors.
- 8.5 All employees must have been trained in confined spaces and be fully aware of the hazards, and safe work procedures.
- 8.6 Copies of completed permits must be submitted to Carmeuse.
- 8.7 When more than one contractor/company will be entering a confined space, a coordination document is required.

9.0 ELECTRICAL SAFETY

- 9.1 The Contractor shall be responsible for implementing all electrical safety requirements in accordance with all applicable standards and regulations.
- 9.2 Work on “live” electrical components at 50v (ac or dc) or higher is prohibited. Requests for exceptions must be submitted in writing to the Project Manager and approved before beginning any “electrical hot work”. (Project Manager should consult with Corporate Electrical Engineering).
- 9.3 The Contractor shall identify all overhead power lines with signage. When it is determined that electrical lines may be affected, the Contractor shall take steps to elevate, cover or otherwise protect such cables from incidental contact. The Contractor shall advise their employees of the location of any power lines, the hazards involved and the protective measures to be taken. This also includes power cords located on the ground.
- 9.4 The Contractor shall contact the local utility company and be aware of any special requirements.
- 9.5 Contractor shall maintain required clearances to the power line facilities.
- 9.6 Contractor shall clearly mark all lifting or boom type equipment to show the maximum height or extension possible as measured from the ground level. If the work cannot be performed while maintaining the proper working clearances, a detailed work planning meeting shall be held with the Project Manager, Contractor and utility company.
- 9.7 In addition to federal, provincial and local laws, regulations and requirements, where applicable the Contractor shall meet the following general guidelines: National Electric Safety Code – NESC, National Association of Corrosion Engineers – NACE – Standard RP-01-77, National Fire Protection Association – NFPA – 70E (Latest Edition), CSA Z462.
- 9.8 In work areas where the exact locations of the underground electrical power lines are unknown, the Contractor shall locate and clearly identify all such lines prior to beginning excavation. Power cable systems within the work area shall be de-energized during excavation whenever there is doubt about cable location.
- 9.9 The Contractor shall protect employees from electric shock while using power tools, appliances and related equipment. The Contractor shall install a Ground Fault Interrupter (“GFI”) on all power outlets/sources used during construction and maintenance or receive a variance from the Project Manager before the project starting.
- 9.10 Only qualified and authorized employees shall work on electrical equipment.
- 9.11 All electrical equipment shall be properly grounded and/or bonded.
- 9.12 Reconnect all grounding/bonding cables that were removed before energizing the equipment.
- 9.13 All electrical equipment will be treated as if it were energized.

10.0 LOCKOUT-TAGOUT-TRYOUT

- 10.1 All employees must be trained in Lockout-Tagout-Tryout.
- 10.2 Contractors must not stop or start Carmeuse equipment.
- 10.3 Carmeuse employees will identify all relevant lockout points.
- 10.4 Each employee must apply his own lock to each lockout point. The lock must be identified with a tag that states the employee's name, the date, his/her company, the reason for the lockout and, if possible, a phone that they can be reached during the project (optional).
- 10.5 During initial lockout, a "restart test" must be completed to verify that the lockout has been successful.
- 10.6 Group Lockout
 - 10.6.1 Group lockout procedures are typically used for processes with multiple lockout points – such as kilns, coolers, precipitators and preheaters.
 - 10.6.2 A checklist must be completed and posted at the lock box. This checklist will document the lockout points, and that a "restart test" was completed.
 - 10.6.3 Each employee must review the checklist prior to applying to their lock to the lock box.
 - 10.6.4 Any employee may request to review the lockout point locations.
- 10.7 **Electrical contractors that must work on live energized equipment must work in compliance with CSA Z462.**

11.0 ACCIDENT INVESTIGATION

- 11.1 All incidents, which include personal injury, property damage, and near misses, must be reported to the Project Manager – regardless of severity.
- 11.2 The scene of any incident must not be disturbed, so that a proper investigation may take place.
- 11.3 Contractors must investigate all incidents and provide a written report to the Project Manager.
- 11.4 Contractors must co-operate with the Project Manager in the investigation.
- 11.5 Critical injuries must be reported immediately to the Ministry of Labour. Some other incidents are also reportable to the Ministry of Labour. Refer to the *Occupational Health & Safety Act, and its regulations*, for reporting requirements.

12.0 CRANES & RIGGING

- 12.1 Ensure all lifting chains, wire ropes and slings are inspected for defects before use. If defects are found, remove the unit from service.
- 12.2 Never turn your back on any lift.
- 12.3 Use a control rope (tag line) on any load which may swing or rotate due to its design or rigging configuration.
- 12.4 Never walk or stand under a suspended load.
- 12.5 Establish barriers in the area of the lift to identify the hazard and control traffic (refer to section 24 of this policy).
- 12.6 During the lift, utilize a “ground man” to control traffic.
- 12.7 Only crane operators and riggers that are certified, or qualified through a certification program, are permitted to perform those functions.
- 12.8 A lifting plan must be prepared prior to any lift.
- 12.9 **IPS slings are NOT permitted on Carmeuse property. All slings, wire ropes, (rigging equipment) must have tags that clearly indicate their rated capacities.**

13.0 EMERGENCY RESPONSE

- 13.1 Inform all employees on the locations of first aid kits, fire extinguishers, telephones, washrooms, and emergency eye-wash and showers.
- 13.2 Some projects may require portable eye wash bottles/stations to be located at the work site.
- 13.3 The kiln control room is typically the communication center for the site. Report all emergencies to the kiln operator (as well as the Carmeuse contact).
- 13.4 Review all site specific emergency procedures prior to beginning work.
- 13.5 Report the use of any fire extinguisher or emergency eyewash or shower.

14.0 FALL PROTECTION

- 14.1 An employee must use fall protection when there is the potential of falling more than 3 meters.
- 14.2 Areas of concern must be identified during the pre-construction meeting.
- 14.3 Fall protection equipment must be inspected prior to use and in good condition.
- 14.4 Harnesses must be worn snugly.
- 14.5 Shock absorbing lanyard may only be used when there is sufficient clearance to protect the worker. *(For example, a 6' person, wearing a 6' lanyard, with 3.5' shock absorber, and assuming a 1.5' safety factor, requires at least 17' of clearance.)*
- 14.6 Rope grab, self retracting lanyards, fall restraint, or other fall protection measures may be required.
- 14.7 Written rescue procedures must be established.
- 14.8 Fall protection must be used in aerial platforms (i.e. man lifts, zoom booms).
- 14.9 Refer to the *Construction Safety Association of Ontario – Basics of Fall Protection (User's Guide)* for industry standards / best practices.

15.0 HOT WORK PERMITTING

- 15.1 A hot work permit is required if any hot work (i.e. welding, cutting, brazing, grinding) is to be done in an area where there is any combustible material (i.e. wood, conveyor belts, oil, coal, paper)
- 15.2 The initial hot work permit is typically issued by the Project Manager or other Carmeuse employee. In some cases, the Contractor may be permitted to issue the initial permit.
- 15.3 The Contractor may use a Carmeuse permit or its own permit.
- 15.4 When a hot work permit has been issued a fire watch is required.
- 15.5 The area of the hot work must be continue to be watched, or re-inspected, 30 minutes after the completion of the work, to ensure there are no smouldering fires, as dictated by the permit.

16.0 HOUSEKEEPING

- 16.1 Housekeeping sets the standard. It reflects the safety commitment of those involved.
- 16.2 Work areas are expected to be kept as clean and organized as possible.
- 16.3 Trip hazards must be eliminated. Waste bins are to be used when appropriate.

17.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 17.1 As a minimum, all employees must wear CSA approved:
- hard hats,
 - over the ankle (6") safety boots,
 - safety glasses with sideshields,
 - Long pants,
 - Shirts with sleeves (no tank tops)
 - High visibility clothing (i.e. traffic vests)
- 17.2 Particulate respirators are required in dusty areas – particularly in areas of lime handling. Typically maintenance free (disposable) respirators are adequate.
- 17.3 Some areas may require the use of respirators with acid gas cartridges.
- 17.4 Employees must wear any other PPE as required by the specific job.

18.0 SCAFFOLDS

- 18.1 Scaffolds must be designed to support at least four (4) times the anticipated weight of people and materials that will use them.
- 18.2 Selection of components, training in erection and use, and disassembly of scaffolds must comply with the *Regulation for Construction Projects* and industry best practices.
- 18.3 Before using scaffolding, check to ensure that:
- Base is sound, level and adjusted and legs are plumb
 - All braces are in place
 - Locking devices and ties are secured and cross members are level
 - Planks, decks and guardrails are in good condition, installed and secure
- 18.4 Remove snow and ice from scaffold platforms, ladders and access areas
- 18.5 Use an access ladder to climb on or off a scaffold, not the scaffold frame, unless it is specifically designed to be climbed.
- 18.6 Ensure that the scaffold is securely attached to the building structure. The effects from winds increase when scaffolds are covered.
- 18.7 Protect all planked or working levels with proper guardrails, mid-rails and toe boards along all open sides and at the ends of scaffold platforms.
- 18.8 Scaffolding must be designed by a professional engineer if the scaffold is:
- Fifteen (15) metres in height above its base support; or
 - Ten (10) metres in height above its base support if the scaffold is constructed of a tube and clamp system

19.0 WHMIS

- 19.1 Lime is a corrosive irritant. Exposure to the eyes and lungs may cause irritation.
- 19.2 Lime reacts vigorously with water and generates heat. As such, lime may react with sweat to cause a skin burn. Baby powder is effective at reducing this possibility.
- 19.3 Wet lime is very slippery.
- 19.4 Ensure that copies of all relevant Safety Data Sheets (SDS's) of Carmeuse products are received. SDS's for Carmeuse products may be found at the corporate website:
<http://www.carmeusena.com>
- 19.5 Contractors must have SDS's for all products they bring on site.
- 19.6 Contractors must provide a copy of the SDS's for all the products they will use, prior to bringing them to the site.
- 19.7 Vinegar is very effective at removing lime.
- 19.8 All employees must be trained in WHMIS and must know how to safely handle the products they use.
- 19.9 In the event of lime in the eye – rinse the eye with copious amounts of water. Do not hesitate to seek medical attention.
- 19.10 In the event of a lime burn on the skin - rinse the area with copious amounts of water, diluted vinegar, or olive oil.
- 19.11 NOTE: Carmeuse SDS' have been prepared following the US OSHA standards, which refer to the Global Harmonized System.

20.0 JOB SAFETY ANALYSIS

- 20.1 The purpose of a job safety analysis (task safety analysis) is to identify the hazards associated with the specific jobs or tasks assigned for the day, so that appropriate control measures can be taken.
- 20.2 The Contractor foreman must review the specific jobs with each of his employees, and identify the required safety precautions.
- 20.3 Carmeuse promotes the use of the **SLAM** process. (SLAM stands for **Stop, Look, Analyze and Manage**). Prior to each job, each employee must Stop, Look around and identify the hazards, Analyze those hazards, and then Manage those hazards.

21.0 HEAT STRESS

21.1 The kilns that are found on Carmeuse property operate at very high temperature. As such, working in their vicinity can increase the risk of heat stress. As well, entry into confined spaces, particularly during the summer months, can also increase the risk of heat stress.

21.2 Precautions

- Encourage workers to drink plenty of water. Thirst is not a good indicator of how much water your body needs – you should drink more than you “think” you need. About 1 cup every 20 minutes.
- Encourage workers to take a break in a cool area if they start to “feel the heat”.
- Avoid alcoholic beverages and caffeine - these contribute to dehydration
- Dress in light weight fabrics that breathe and wear light colors instead of dark
- Educate workers. They must know their susceptibility. Certain medical conditions increase your risk of heat stress – such as heart disease, diabetes, and obesity.
- The key to working in hot conditions is acclimatization – a person needs time to adjust to the hotter temperatures.
- Observe workers. Treat heat stress seriously. If a worker exhibits signs of heat stress, do not hesitate to call an ambulance.

22.0 ASBESTOS

22.1 Asbestos is a naturally occurring fibrous material that looks similar to fiberglass. It is composed of tiny fibres that can easily separate into small bundles or individual fibres.

22.2 Asbestos fibres are only a health concern when “friable” - small pieces of the materials become airborne and are inhaled into the lower portions of the lungs.

22.3 Conversely, non-friable asbestos, where the fibres do not easily become airborne, are not a health concern unless the fibres are mechanically disturbed.

22.4 The Ontario Ministry of Labour has two regulations that deal with the handling of asbestos:

- *Designated Substance Regulation – Asbestos* – outlines the exposure standard, monitoring requirements, medical requirements and general control procedures.
- *Designated Substance Regulation – Asbestos on Construction Projects and in Buildings and Repair Operations* - a construction procedural regulation requiring specific steps to be followed and various types of respirators to be worn depending on the degree of asbestos exposure.

22.5 At the Dundas location, non-friable asbestos may be found in floor tiles and building siding (“transite”). Friable asbestos may be found in the wrapping of mechanical insulation.

22.6 If there is any doubt whether a material contains asbestos, ask your Carmeuse representative.

22.7 For further information, refer to the site specific Asbestos Management Plan.

23.0 DRUGS & ALCOHOL

- 23.1 Contractors are expected to ensure that their representatives remain free from any adverse performance effects of alcohol or other drugs in compliance with the standards below when on Carmeuse business whether on or off of Carmeuse premises, including when operating Carmeuse vehicles and equipment.
- 23.2 Contractors employees are expected to:
- Report fit for duty, and remain fit throughout their work day or shift,
 - Adhere to the fitness for duty standards that have been set out below,
 - Maintain a valid drivers license if it is a condition of work and report any loss of license immediately (no later than 24 hours after losing the license),
 - Conduct themselves in an appropriate manner while on Carmeuse business and premises; and
 - Co-operate with an investigation into a policy violation including any testing requirements.
- 23.3 If unexpected circumstances arise where a contractor is requested to perform services while under the influence of alcohol or medications which could impact safe operations, it is the responsibility of that individual to inform the Contractor or a Carmeuse representative that he or she cannot accept that assignment.
- 23.4 Illicit Drugs: The following are prohibited on Carmeuse business and premises:
- The use, possession, distribution, offering or sale of illicit drugs;
 - Reporting for duty or remaining on duty under the influence of illicit drugs; and
 - Presence in the body of illicit drugs as determined through the testing program.
- 23.5 Alcohol: The following are prohibited when on Carmeuse business and premises with the exceptions noted below:
- The use, possession, distribution, offering or sale of beverage alcohol;
 - Reporting for duty or remaining on duty under the influence of alcohol from any source,
 - Use of any product containing alcohol (including beverage alcohol) during the workday including during meals and breaks;
 - An alcohol test result of .04% BAC (Blood Alcohol Content) or greater;
 - Use of alcohol within the first eight hours after an accident or until tested or advised a test is not required.

- 23.6 Medications: Contract workers are expected to responsibly use prescribed and over the counter medications. They should investigate (through their doctor or pharmacist) whether a medication can affect safe operation, and take appropriate steps to minimize associated risk, which would include notifying their company or a Carmeuse representative of any need for modified work under the circumstances. The following are prohibited while on Carmeuse business and premises:
- The possession of prescribed medications without a legally obtained prescription, and distribution, offering or sale of prescription medications (trafficking); and
 - The intentional misuse of medications (e.g. using the medication not as it has been prescribed, using someone else's prescription medication, combining medication and alcohol use against direction).
- 23.7 Investigations: Carmeuse representatives will trigger an investigation where there are grounds to believe a contract worker is in violation of this policy. This may include:
- The requirement for a reasonable cause alcohol and drug test if a contract worker is unfit on the job;
 - The requirement for an alcohol and drug test as part of an investigation into a significant incident;
 - An investigation if there are grounds to believe a contract worker is in possession of substances banned under this policy.
- 23.8 Consequences: Failure of a Contract worker to abide by these provisions may result in permanent removal from the site. Failure of the Contractor or the Contractor's representatives to meet these expectations may be considered a breach of the contract, and may result in triggering penalty clauses under the contract, or suspension or termination of the contract.
- 23.9 Positive Alcohol test: For the purpose of this policy, a positive alcohol test will be one in which the blood alcohol concentration is at or above .04% BAC. However, in those instances where an individual is subject to an unannounced testing program on return to duty after a policy violation, a positive test will be one in which the blood alcohol concentration is .02% or more. **A contract worker will be removed from their normal duties until considered safe to return if they have an alcohol test result of .02 to .039 BAC.**

24.0 BARRIERS & SIGNAGE

- 24.1 “Projects” must have signs posted in prominent locations and in sufficient numbers to warn workers of a hazard on a project.
- 24.2 The signs shall contain the word “DANGER” written in legible letters that are at least 150 millimetres in height and shall state that entry by any unauthorized person to the area where the hazard exists is forbidden
- 24.3 In addition to the typical definitions of “projects”, signs are required in the following situations:
 - adjacent to a hoisting area;
 - under a boatswain’s chair, a suspended scaffold or a suspended platform;
 - at the outlet from a chute;
 - at a means of access to a place where there may be a noxious gas, vapour dust or fume, noxious substance or a lack of oxygen; and
 - where there is a potential hazard from an energized overhead electrical conductor at more than 750 volts
- 24.4 Barriers must be erected to identify work areas, and control access to the work area. The type of barrier that is appropriate depends upon the hazards associated with the work being completed.
- 24.5 Safety tape (yellow “caution” tape, red “danger” or red “do not enter” tape) can be used when access to the area does not present a significant risk to the worker.
- 24.6 Safety Fencing (or other physical barriers are required) when access to the area presents a significant risk to the worker. Examples include excavation, demolition, crane lifting, or fall hazards.

25.0 RADIATION & NUCLEAR SOURCES

- 25.1 The Dundas location uses nuclear sources for level detection in its kiln coolers, and flow detection at its slurry tank. All employees must receive general awareness training prior to working in these areas.

26.0 TRAILERS

- 26.1 Trailers, sea containers and electrical panels used by contractors must comply with applicable codes and standards.
- 26.2 Carmeuse will facilitate the connection of power to the trailers. All power cables must be protected from damage or elevated off the ground.

27.0 TRAINING RECORDS

- 27.1 Contractors must have all applicable training records available for review, and provide them to Carmeuse when requested. Examples of such training include, but is not limited to:
 - 27.1.1 MTCU Surface Minor Common Core, and related specialty modules
 - 27.1.2 Fall Arrest
 - 27.1.3 Aerial work platforms
 - 27.1.4 Forklifts
 - 27.1.5 Power tools such as cut off wheels on angle grinders

28.0 EXCAVATIONS / TRENCHING / SHORING

- 28.1 Each site has performed a full underground utility survey and have diagrams available for reference. Diagrams must be reviewed with contractor and third-party utility locators.
- 28.2 Prior to excavating, a third-party utility locator must perform utility locates in the areas to be excavated.
- 28.3 The Carmeuse Pre-Excavation Checklist must be completed and approved prior to excavations of any depth.
- 28.4 Machine-excavating is prohibited within 24" of any buried utility (hand-digging required.)
- 28.5 Consider utility depth in future installations. If not installed deeper than 24" a risk assessment will be performed to determine the need for concrete encasement of utility.
- 28.6 All projects concerning excavation, including but not limited to trenching and shoring, shall comply with the requirements outlined in *Regulations for Construction Projects*.
- 28.7 Adequate protective systems such as benching, sloping or shoring are required when the sides of a trench are more than five feet deep. The use of protective systems are also required if an excavation is less than five feet in depth and the soil is unstable.
- 28.8 Excavations over 20 ft deep, or that do not meet regulatory requirements, shall be designed by a Professional Engineer. This design shall outline the Contractor's plan for excavation Requirements, such as trenching, sloping and or shielding for the particular project. The Professional Engineer design documentation shall be on site.
- 28.9 All excavations shall be inspected daily by the Project Manager or a trained and competent individual designated by the Project Manager. The Project Manager or designee shall conduct daily excavation inspections prior to anyone entering an excavation and this documentation shall be present at each excavation. Use form CSM-002 or equivalent to document these inspections. If the inspection shows the area to be unsafe, the unsafe condition shall be corrected before resuming work.
- 28.10 A secured ladder, ramp or other means of egress shall be provided within 25 feet of all workers in a trench that exceeds four feet in depth.
- 28.11 Each job specification will determine what atmospheric monitoring (e.g., O₂, LEL, H₂S, CO), will be conducted before an employee entering an excavation that exceeds 4 feet in depth and has the potential to contain a hazardous atmosphere.

- 28.12 Excavated material shall be placed at least two feet away from the edge of the excavation. (i.e. tools, spoil pile, rocks, broken concrete or other debris).
- 28.13 If walkways are provided over excavations, they shall be capable of supporting the weight of the traffic, guardrails and toe boards if employees will be working below the walkway.
- 28.14 After dark, excavations shall be secured to keep vehicles and unauthorized personnel out. All excavations in high profile/traffic areas must utilize high visibility fencing material placed 6 feet from the edge of the excavation when possible.

29.0 WATER DOCKS

- 29.1 Contractors who perform work on marine docks or who are at risk of falling into water shall be protected from the fall utilizing the proper fall protection equipment and/or shall use personal floatation devices approved by the Canadian Coast Guard

30.0 ACCOUNTABILITY

- 30.1 Carmeuse representatives regularly audit the work practices of its contractors.
- 30.2 Non-compliance with health, safety or environmental regulations, standards, or Carmeuse policies, may result in work stoppage and removal of the supervisor and/or employee from the site.
- 30.3 Repeated non-compliance or egregious unsafe conduct may result in dismissal of the Contractor and contract termination.
- 30.4 Unsatisfactory safety performance that does not result in contract termination, may result in no future work bidding opportunities.
- 30.5 Temporary or permanent removal from the site may occur if the Contractor's supervisor requires, allows or condones it's employees to work in or around unsafe acts or conditions or violates health, safety or environmental regulations, standards or Carmeuse policies.
- 30.6 Immediate and permanent dismissal from all Carmeuse sites may occur if the Contractor's supervisor or employee engages in any of the following activities:
 - 30.6.1 Openly exhibits disregard, defiance or disrespect for health, safety or environmental regulations, standards or Carmeuse policies.
 - 30.6.2 Falsifies investigative documents or testimony involving an incident or any other required document
 - 30.6.3 Fighting, violence, threats of violence, theft or destruction of property.
 - 30.6.4 Violates any health, safety or environmental regulations, standards or a Carmeuse policy that endangers themselves, others, or the environment.

31.0 REGULATORY AGENCY INSPECTIONS

- 31.1 Carmeuse policy is to cooperate with regulatory agency inspections. The Contractor is required to ensure that regulatory inspections are treated with high priority and with the upmost professionalism.
- 31.2 Upon notification of a regulatory agency inspection, or when it is apparent an inspection is about to take place, the Contractor shall immediately ask the agency inspector for permission to notify the Project Manager, and will ask the agency inspector to wait to begin the inspection until the Contractor speaks with the Project Manager.
- 31.3 The Contractor shall ask the regulatory inspector to complete site specific orientation and sign the visitor's register.
- 31.4 The Contractor shall request the regulatory inspector follows all company safety requirements, procedures and PPE requirements.
- 31.5 The Project Manager may designate a Carmeuse Representative to accompany any regulatory inspector. The inspector may also be accompanied by a miners' representative.
- 31.6 The Contractor shall take immediate action to correct violations as requested.
- 31.7 Carmeuse reserves the right to verify any testing or sampling conducted by the regulatory agency by performing parallel sampling and/or monitoring, including sampling or monitoring performed with respect to Contractor employees. In some cases, Carmeuse may wish to impose the duty of parallel sampling on the Contractor.
- 31.8 After the agency inspection has ended, the Contractor shall coordinate with the Project Manager to determine potential violation items, actions for compliance, responsible parties and estimated completion date for actions.
- 31.9 The Contractor shall provide a legible copy of his/her notes concerning the inspection and supply these noted to the Project Manager.
- 31.10 The Contractor shall correct all conditions that are in violation of regulations or standards.
- 31.11 The Contractor shall document corrections taken.
- 31.12 If the Contractor receives a citation; the Contractor shall notify the Project Manager immediately.
- 31.13 Carmeuse reserved the right to seek remedy, if Carmeuse is issued a citation for a violation by the Contractor.

32.0 PAINT CONTAINING LEAD

- 32.1 Due to the age of our facilities, some steel surfaces may be painted or coated with lead-containing paint. Some projects may require work activities that could disturb lead containing paints, such as painting projects involving the removal of old paint or projects involving the cutting of painted steel surfaces.
- 32.2 The Contractor must consider the work to be performed, and assess the risk of possible exposure to dusts or fumes that may be created from the disturbance of lead containing materials – including determining if lead is present in suspect paint, and if planned work methods may disturb material through the use of tools, equipment, or hot work.
- 32.3 The contractor must determine if any particular work methods or processes will be required to control potential dust/fume generation and to prevent potential occupational exposures to Contractor or Carmeuse employees and the environment.
- 32.4 If necessary, Carmeuse may require the Contractor to describe how it will provide appropriate control measures for the protection of employees and the environment.

33.0 OTHER RULES

- 33.1 Smoking is not permitted indoors, or in any of the Contractor's vehicles.
- 33.2 Be aware of uneven ground and loose stone on catwalks.
- 33.3 Obey speed limits. Watch for large mobile equipment such as tanker trucks, haul trucks, and front end loaders.
- 33.4 Check-in with plant operators as required by the site.
- 33.5 Do not operate Carmeuse equipment without formal authorization. An "indemnification" must be signed prior to using any Carmeuse Equipment.
- 33.6 Do not operate any equipment unless properly trained and licensed (i.e. forklifts, zoom booms, man-lifts).
- 33.7 Do not use compressed air for cleaning clothes. High volume, low pressure blowers are available for removing dust from clothes.
- 33.8 Ensure all equipment, tools, and personal protective equipment is in good working condition.
- 33.9 Finger rings, such as wedding bands, are not to be worn.
- 33.10 Large equipment (i.e. larger than a pickup truck) is required to have their wheels chocked when left unattended in operational areas.
- 33.11 The brake system of a rubber-tired motor vehicle shall meet the requirements of CSA-M3450-03, "Braking systems of rubber-tired machines — Performance requirements and test procedures". Documentation must be available for review.
- 33.12 Weapons are not permitted on Carmeuse property.

34.0 ENVIRONMENTAL REQUIREMENTS

- 34.1 The Contractor shall comply with all applicable federal, Provincial and local environmental laws, regulations and requirements. The Project Manager and or Environmental Manager will discuss relevant requirements with the Contractor before work commences.
- 34.2 The Contractor shall handle, treat, characterize and dispose of all waste in accordance with Bill 103 and Regulation 347. The Contractor shall maintain a clean and safe worksite by properly disposing of trash and debris. Trash and debris shall not be burned without proper permitting. Waste and hazardous materials shall be secured while on the worksite.
- 34.3 The Contractor shall not make any discharges of water off site. If water is needed for any process, the water will be collected and pumped off site using a third party vacuum truck. Our facility has a permit to take water and must comply too the MISA requirements for Industrial Minerals.
- 34.4 The Contractor shall perform work in a manner that prevents offsite effects of soil erosion and sedimentation in compliance with the Ministry of Natural Resources. The Contractor shall stay on approved access roads, working and parking areas. Clear and grade only areas necessary for construction by separating and replacing topsoil in accordance with project requirements. Sediment barriers shall be installed, inspected and maintained to contain spoil on the construction site and away from wetlands and water bodies. Disturbed areas shall be stabilized as soon as possible following construction in compliance with permit conditions or in accordance with the Project Manager's instructions.
- 34.5 The Contractor shall not collect or disturb cultural artifacts or human remains in compliance with the Ontario Government Ministry of Aboriginal Affairs). If artifacts or remains are discovered, work shall stop immediately in the areas of the discovery and the Project Manager shall be notified. Work in the area may resume only after the Company provides approval.
- 34.6 The Contractor shall not agitate, take, feed or otherwise harm wildlife or migratory birds or their nests in compliance with the Endangered Species Act ("ESA") and all other applicable legislation within the Ministry of Natural Resources, Fish and Wildlife management portfolio. If wildlife or migratory birds and/or nests are affected by the construction activity, Contractor shall stop activity in the area and notify the Project Manager. Work in area may resume only after the Company provides approval.
- 34.7 All Contractors must meet the requirements for Spill Prevention. All contractors shall comply with all applicable local, provincial and federal requirements. A copy of the Spill prevention plan, if needed, shall be submitted to the Company.
- 34.8 Spills and releases resulting from Contractor activity shall be reported to the Project Manager immediately, and reported to regulatory agencies and cleaned-up in accordance with provincial and federal regulations. Contractors are required to immediately investigate and document all Contractor incidents. A spill incident form can be provided to the contractor if they do not have one. These types of spills include, but are not limited to: small quantities of hydraulic fluid, motor oil and fuel spilled during equipment refueling operations. For spills of petroleum product, chemicals or other hazardous materials release, also see Identification of Hazardous Materials Section 19.0.
- 34.9 With respect to dust control and any other requirements related to clean air, the Contractor shall comply with all Federal, Provincial and local regulations, including, but not limited to regulation 419 within the Environmental Protection Act.



Appendix

List of Required Sign-off Documents

The following documents must be submitted by the Contractor to the Carmeuse Project Manager prior to the start of any on-site work.

- ☐ A signed copy of the Commitment Agreement from the H&S Manual (appendix I)
- ☐ Provide current WSIB Workplace Injury Summary Report (WISR) including both Non Lost Time, and Lost time injury frequency information.

Note: Carmeuse is committed to working with safe Contractors. To meet this objective, Carmeuse has adopted the WISR format to help find Contractors with effective safety programs. Before a contract is awarded, your WISR performance will be compared against the industry using the information provided.

- ☐ Provide current WSIB Workplace Clearance Certificate. (MUST STATE N/A IN BOX IF NOT APPLICABLE)
- ☐ Where WSIB Insurance Exemption applies, must provide “letter of exemption” issued from WSIB, agree to, and sign the WSIB Exemption Agreement (appendix II)
- ☐ A completed Pre-Qualification form (for all capital projects over \$25,000) (Notify Corp Purchasing for most current form)
- ☐ Provide a copy of Certificate of Liability Insurance naming “Carmeuse Lime (Canada) Limited as additionally insured, with a minimum of \$2 million liability

Appendix I



Commitment Agreement

Company Name:			
Street Address:			
City, Province:		Postal Code:	
Telephone #:		Fax #:	
E-mail:			
In consideration for the opportunity to provide services to Carmeuse Lime (Canada) Limited ("Carmeuse"), the undersigned hereby agrees as follows: 1) Contractor Safety Policy: The undersigned acknowledges and agrees that the requirements set out in this policy do not replace or supersede any laws, regulations or liability applicable to the work undertaken by the undersigned. In the event of a conflict, the undersigned agrees to act in accordance with all applicable laws and regulations and to report the conflict to the appropriate Carmeuse contact. The undersigned acknowledges and agrees that the undersigned fully understands and has complied with, and will continue to comply with, the provisions of Carmeuse's Contractor Safety Policy, as revised from time to time, and agrees to ensure that all of the undersigned's employees and/or subcontractors performing any work at Carmeuse will at all times be in compliance with the provisions of the Contractor Safety Policy. 2) Notification: The undersigned agrees to notify Carmeuse within 10 days of any change in the organization of the undersigned, including any change to key personnel, ownership, or company name of the undersigned. 3) Successors and Assigns: The undersigned may not assign this agreement without the prior written consent of Carmeuse. This Agreement shall be binding upon and inure to the benefit of the parties and their permitted successors and assigns.			
Signature: (I have authority to bind the company)		Date:	
Name: (print)		Job Title:	

Appendix II



WORKPLACE SAFETY & INSURANCE BOARD EXEMPTION AGREEMENT

Company Name:			
Street Address:			
City, Province:		Postal Code:	
Telephone #:		Fax #:	
E-mail:			
In consideration for the opportunity to provide services to Carmeuse Lime (Canada) Limited ("Carmeuse"), the undersigned hereby agrees as follows: 4) "The Contractor confirms that it <u>is not subject to mandatory coverage under the Workplace Safety and Insurance Act, 1997</u>. The Contractor agrees that it is solely responsible to obtain any desired insurance coverage for work-related injuries or illnesses, whether for the Contractor or for any employee or other person who provides the Services. Carmeuse shall not be liable for any claims, damages, costs or other expenses related to such work-related injuries or illnesses or related to any failure of the Contractor to obtain such insurance. The Contractor agrees not to bring any claims related to work-related injuries or illnesses, directly or indirectly, against Carmeuse and will not seek to hold Carmeuse responsible for such claims." 5) Notification: The undersigned agrees to notify Carmeuse immediately of any change in the organization of the undersigned, including any change to key personnel, ownership, or company name of the undersigned. 6) Successors and Assigns: The undersigned may not assign this agreement without the prior written consent of Carmeuse. This Agreement shall be binding upon and inure to the benefit of the parties and their permitted successors and assignees.			
Signature: (I have authority to bind the company)		Date:	
Name: (print)		Job Title:	

Appendix III



Rev. 0	New document
Rev. 1	Added 28.11 – reference to CSA-M3450-03
Rev. 2	Added 9.7 – reference to CSA Z462.
Rev. 3	Updated section on rigging.
Rev. 4	Added prequalification form; project performance form; electrical safety; water docks; excavations
Rev. 5	Added lead in Paint.
Rev. 6	Removed equipment use agreement. Reformatted headers.
Rev. 7	Added WSIB exemption agreement
Rev. 8	Added WISR requirements, and removed redundant Contractor Prequalification Form
Rev. 9	Removed Pre-qualification form Appendix III. Redundant. Corp purchasing has the official form.
Rev. 10	Added 28.1 through 28.5 – Underground utilities survey's