

APPENDIX "S" – Subcontractor Health & Safety Guidelines

THE FOLLOWING ITEMS ARE INCLUDED AND FORM PART OF ALL MJ DIXON CONTRACTS:

- 1) HEALTH AND SAFETY OF WORKERS IN THE WORKPLACE IS REGULATED BY THE O.H.S. ACT AND REGULATIONS (USUALLY CONSTRUCTION OR INDUSTRIAL). AS A SUB-CONTRACTOR, YOU ARE OBLIGATED TO COMPLY WITH ALL LAWS REGULATIONS AND CODES CONCERNING SAFETY AS SHALL BE APPLICABLE TO THE WORK BY THE CONSTRUCTOR, AND BY SIGNING THIS CONTRACT YOU AGREE TO CONDUCT ALL YOUR OPERATIONS WITHIN THE FOLLOWING POLICY/ AGREEMENT:
 - a) THE SUB-CONTRACTOR SHALL ACTIVELY PROMOTE SAFE WORKING PERFORMANCE ON THE PART OF THEIR EMPLOYEES. SITE SUPERVISORS SHALL PARTICIPATE IN SUCH ACTIVITIES AS SAFETY MEETINGS, SAFETY INSPECTIONS, AND SAFETY INCENTIVE PROGRAMS. IT IS REQUIRED THAT EACH SUB-CONTRACTOR WILL CONDUCT THEIR OWN SAFETY PROGRAMS BEST SUITED TO THEIR PARTICULAR NEEDS.
 - b) THE SUB-CONTRACTOR SHALL ESTABLISH AN EFFECTIVE SYSTEM OF INDOCTRINATION AND EDUCATION OF NEW AND TRANSFERRED WORKERS TO THE PROJECT. ALL WORKERS SHALL BE INFORMED OF ALL SUB-CONTRACTOR SAFETY RULES AND SAFETY PROCEDURES BEFORE STARTING WORK ON SITE. PROOF OF SUB-CONTRACTOR INDOCTRINATION MUST BE PROVIDED TO MJ DIXON IN THE FORM OF SUBCONTRACTOR ORIENTATION SIGN OFF OR BY MEANS OF **DECLARATION OF EMPLOYER ORIENTATION** PRIOR TO WORKER ATTENDING SITE ORIENTATION
 - c) ALL SUBCONTRACTOR PERSONNEL PERFORMING WORK ON THE SITE MUST ATTEND MJ DIXON SITE SPECIFIC ORIENTATION PRIOR TO STARTING WORK ON SITE
 - d) THE SUB-CONTRACTOR SHALL INFORM THEIR EMPLOYEES OF THE LOCATION AND USE OF EMERGENCY EQUIPMENT.
 - e) ALL SUBCONTRACTORS ATTENDING SITE 3 OR MORE DAYS IN A WEEK MUST CONDUCT THEIR OWN **"SITE TOOL BOX SAFETY TALK"** AND SUBMIT TO MJ DIXON AS PART OF WEEKLY DOCUMENTATION SUBMITTALS.
 - f) THE SUB-CONTRACTOR SHALL INFORM THEIR EMPLOYEES OF THE EXISTING PROJECT PROCEDURE FOR FIRST AID AND / OR AMBULANCE.
 - g) EACH SUBCONTRACTOR MUST SUBMIT A **DAILY PRE-JOB HAZARD ASSESSMENT(PHA)** FOR EACH DAY ON SITE REGARDLESS OF LENGTH OF TIME FOR THAT DAY. THE PHA MUST BE COMPLETED AND SIGNED BY EACH WORKER AND SUPERVISOR PRIOR TO STARTING WORK FOR THAT SHIFT. THE PHA MUST BE SUBMITTED WITHIN 1 HOUR OF THE CREW ARRIVAL FOR THAT SHIFT.
 - h) EACH SUBCONTRACTOR IS REQUIRED TO SUPPLY THEIR OWN FULLY STOCKED FIRST AID KIT(S), EYE WASH STATIONS, SPILL KITS, FIRE EXTINGUISHERS, ETC. EVERY SUBCONTRACTOR MUST ALSO ENSURE THAT AT LEAST ONE MEMBER OF EACH OF ITS CREWS IS CERTIFIED IN FIRST AID REGARDLESS OF CREW SIZE.
 - i) WHERE A JOINT HEALTH AND SAFETY COMMITTEE IS FORMED, A CERTIFIED LABOUR AND MANAGEMENT REPRESENTATIVE MUST ATTEND. EACH SUBCONTRACTOR ATTENDING SITE A MINIMUM OF 3 MONTHS MUST HAVE A CERTIFIED REPRESENTATIVE FOR THE JHSC
 - j) THE SUB-CONTRACTOR SHALL USE THEIR OWN REGULAR SYSTEM OF INSPECTION TO DETECT AND CORRECT HAZARDOUS CONDITIONS, SAFETY RULE VIOLATIONS, AND UNSAFE WORK PRACTICES. THE SUBCONTRACTOR SHALL SUBMIT A **SUPERVISORS WEEKLY JOB SITE REPORT**.
 - k) THE SUB-CONTRACTOR SHALL ENSURE THAT GOOD HOUSEKEEPING PROCEDURES ARE FOLLOWED AT ALL TIMES. CLEAN UP MUST BE PERFORMED AT LEAST DAILY. SPECIAL ATTENTION MUST BE GIVEN TO MAINTAINING CLEAR WALKWAYS, REMOVAL OF SLIPPING OR TRIPPING HAZARDS, REMOVAL OF TRASH/DEBRIS AND PROPER STORAGE OF MATERIALS. CLEAN UP FOR ACCESS/EGRESS MUST BE DONE ON AN ONGOING

BASIS.

- l) ALL SUBCONTRACTORS MUST APPOINT A COMPETENT SUPERVISOR. MJ DIXON MUST BE PROVIDED WITH A **DECLARATION OF COMPETENT SUPERVISION** BEFORE PRIOR TO STARTING WORK ON SITE.
- m) THE SUB-CONTRACTOR SHALL ENSURE THAT THEIR SITE SUPERVISOR OR REPRESENTATIVE HAS GIVEN HIS / HER NAME, CURRENT ADDRESS, AND TELEPHONE NUMBER TO THE PROJECT SUPERINTENDENT SO THAT THEY MAY BE CONTACTED AFTER HOURS IN CASE OF EMERGENCY INVOLVING HAZARD, LOSS, OR DAMAGE OF THE SUB-CONTRACTOR'S JOB OR EQUIPMENT.
- n) THE SUB-CONTRACTOR SHALL ENSURE THAT ALL EMPLOYEES ARE EQUIPPED WITH THE REQUIRED PERSONAL PROTECTIVE EQUIPMENT TO PROTECT THEM FROM THE HAZARD(S) PRESENT IN THE WORKPLACE.
- o) THE SUB-CONTRACTOR SHALL ENSURE THAT EMPLOYEES ARE TRAINED AND CERTIFIED IN "W.H.M.I.S. 2015" AND THAT ALL PRODUCTS TO BE USED ON SITE HAVE RECENT MATERIAL SAFETY DATA SHEETS (M.S.D.S.) PROVIDED TO MJ DIXON.
- p) THE SUB-CONTRACTOR SHALL PROVIDE TO MJ DIXON A COPY OF THE WORKPLACE SAFETY AND INSURANCE BOARD "CERTIFICATE OF CLEARANCE" PRIOR TO THE COMMENCEMENT OF WORK AND DURING THE WORK.
- q) THE SUB-CONTRACTOR SHALL PROVIDE TO MJ DIXON A FULLY COMPLETED M.O.L. EMPLOYER REGISTRATION (FORM 1000), IN ADDITION A FULLY COMPLETED FORM 1000 IS REQUIRED FOR ANY EMPLOYERS/SUB-CONTRACTORS WORKING FOR THE SUB-CONTRACTOR.
- r) ALL SUBCONTRACTOR ASSOCIATED OFFICE PERSONNEL, VISITORS AND/OR CONSULTANTS MUST REPORT TO MJ DIXON SITE SUPERVISOR BEFORE PROCEEDING ONTO WORKSITE.
- s) SUB-CONTRACTORS OF SUB-SUBCONTRACTORS MUST ADHERE TO ALL MJ DIXON H&S GUIDELINES AND PROVIDE ALL DOCUMENTATION AS PER THESE REQUIREMENTS
- t) MJ DIXON HAS A PROGRESSIVE DISCIPLINE POLICY FOR THOSE NOT IN COMPLIANCE WITH THE OCCUPATIONAL HEALTH & SAFETY ACT, REGULATIONS AND/OR MJ DIXON HEALTH & SAFETY POLICY.
 - i) 1ST WARNING IS VERBAL, BUT RECORDED AS TO DATE AND INFRACTION
 - ii) 2ND WARNING WRITTEN, WITH A COPY FORWARDED TO SUBCONTRACTOR SUPERVISION/MANAGEMENT
 - iii) 3RD INFRACTION WILL RESULT IN IMMEDIATE SUSPENSION OR DISMISSAL FROM THE SITE.
 - iv) MJ DIXON RESERVES THE RIGHT TO REMOVE ANY WORKER OR SUBCONTRACTOR WHO IS IN CONTRAVENTION OF THE OCCUPATIONAL HEALTH & SAFETY ACT, REGULATIONS AND/OR MJ DIXON HEALTH & SAFETY POLICY IMMEDIATELY AND PERMANENTLY, REGARDLESS OF PROGRESSION FOR EXTREME OR WILLFUL NON-COMPLIANCE.
- u) IT IS THE POLICY OF MJ DIXON TO MAINTAIN A VIOLENCE AND HARASSMENT FREE WORKPLACE. ALL PERSONNEL ON SITE ARE EXPECTED TO COMPLY WITH THE MJ DIXON WORKPLACE VIOLENCE AND HARASSMENT POLICY. REPORTED INCIDENCES OF VIOLENCE AND/OR HARASSMENT WILL BE INVESTIGATED AND APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.
- v) THE SUB-CONTRACTOR SHALL ENSURE THAT ALL ACCIDENTS SUSTAINED BY THEIR EMPLOYEES (OR ANY OTHER SUB-CONTRACT WORKERS FOR WHICH THEY ARE RESPONSIBLE) THAT REQUIRES MEDICAL ATTENTION, SHALL BE FULLY INVESTIGATED AND A WRITTEN REPORT SUBMITTED TO THE MJ DIXON WITHIN 24 HOURS OF THE OCCURRENCE.