



CONTRACTORS AND SUPPLIERS ENVIRONMENTAL RESPONSIBILITIES PACKAGE



RichmondHill.ca/Environment

Introduction

The City of Richmond Hill strives to protect, enhance and restore its natural environment, through responsible community development, sound municipal management, and community programming. Through our Environmental Management System (EMS), we define how our work impacts the environment, and identify opportunities for improving work practices and reducing these impacts.

This document provides the City's contractors and suppliers with general EMS requirements and outlines expectations for common environmental impacts. More specific environmental requirements, applicable to the project, may be communicated through the contract or other means.

Section 1: General EMS Requirements

The City of Richmond Hill, as part of its EMS, requires that contractors and suppliers working on its behalf be **qualified, trained and competent** to carry out their functions and duties. As well, all contractors and suppliers shall:

- Be aware of the City's [Environmental Policy](#) (see City website) and applicable work procedures.
- Review this package prior to beginning work.
- Communicate this information to all onsite personnel engaged in carrying out the work or providing material to the job site, including subcontractors.

The City may request a contractor or supplier to:

- Provide documented education, training records, licensing, certification, skills and years of experience for persons working on its behalf.
- Attend environmental awareness, procedural or work instruction training sessions at a City location prior to the commencement of work.

Environmental Policy

The City of Richmond Hill's [Environmental Policy](#) makes the following commitments related to environmental stewardship in all operations, products and services:

- prevent pollution;
- continually improve its environmental performance by setting and reviewing environmental objectives and targets; and,
- meet or exceed applicable environmental compliance obligations and other requirements to which it subscribes.

All Richmond Hill contractors and suppliers are expected to conduct their operations in accordance with the above stated commitments.

Legal Compliance

It is your responsibility as a Contractor to:

- Know which laws, regulations, approvals or permits relate to your work;

- Comply with all applicable legal requirements.

Section 2: Environmental Specifications

Contractors and suppliers must abide by the following environmental specifications while working on-site.

Air Emissions

Contractors and Suppliers shall:

- Strive to minimize vehicle & equipment idling and shall comply with Richmond Hill's anti-idling provisions under the City's [Idling By-Law \(44-20\)](#).
- Ensure that their staff is trained in the proper use and handling of all materials and chemicals in order to minimize air emissions/odours.
- Provide temporary enclosures to prevent sandblasting and other extraneous materials from contaminating air beyond the application area.
- Avoid open burning of waste materials as this is not permitted.
- Cover or wet down dry materials and rubbish to prevent blowing dust and debris.

Drainage

Contractors and Suppliers shall, in accordance with Richmond Hill's [Sewer Use By-Law \(132-13\)](#), not pump water containing suspended materials into waterways, sewer or drainage systems.

Dust Control

Contractors and Suppliers shall:

- Ensure dust suppression measures are implemented to minimize the creation of dust during construction or landscape activities. These measures may include wetting the construction material, using a wet saw, using alternative cutting tools (e.g. stone splitters), using a barrier or cover to contain the source of dust, and/or using a dust extraction system (e.g. anti-static vacuum).
- Keep public roadways clean and free of mud, dust and other debris unless closed to through traffic with the proper permission.
- Take all efforts to contain sediment and prevent it from entering nearby watercourses, waterbodies and natural environments, which includes keeping sediment out of all catchbasins.
- Install and maintain a Mud Mat at the construction access location from the municipal road in accordance with [City Standards and Specifications](#).

Energy Consumption

Contractors and Suppliers are encouraged, where practical, to use energy efficient equipment and work practices (e.g. turning off lights and equipment when not in use) when undertaking work on a job site.

Erosion & Sediment Control

Contractors and Suppliers shall:

- Be responsible for implementing and maintaining Erosion and Sediment Control measures, where these measures form a part of the contract.
- Ensure work near watercourses and Environmentally Sensitive Areas follows all applicable requirements and permits, including those from the Ministry of the Environment, Conservation and Parks (MECP), Ministry of Natural Resources and Forestry (MNRF), Department of Fisheries & Oceans (DFO) and Toronto & Region Conservation Authority (TRCA).

Evacuation Plan

Contractors and Suppliers shall refer to each building's Fire Plan for specific instructions.

General evacuation rules:

- If you hear an alarm ringing, remain calm.
- Shut off any machinery or tools you are using.
- Exit the building (feel all closed doors for heat before you go through them) and close doors behind you as you leave.
- Meet at the evacuation assembly area (i.e. muster point) indicated on the local fire plan. Check in and meet with the direct supervisor or on-site contact.
- In all other emergencies, follow the direction of managers/supervisors.

Invasive Species

Invasive species, once established, can cause significant social, ecological and economic harm. Preventing invasive species from spreading is more effective than attempting to control an established population.

Contractors and suppliers can play an important role in preventing the spread of invasive plants by properly cleaning vehicles and equipment before leaving a worksite. Refer to the Ontario Invasive Plant Council's [Clean Equipment Protocol for Industry](#) for further information.

Management of Chemicals

Contractors and suppliers can help minimize or prevent harmful effects of chemicals on people and the environment by selecting, handling, and using chemicals responsibly.

Contractors and Suppliers shall ensure that:

- Hazardous materials brought to and removed from a work site are managed in accordance with current applicable regulations. Contractors should always have appropriate materials handling training and access to SDS's for any hazardous product used on site.
- All containers/bottles/drums are properly labelled to identify their contents. Contractors should implement procedures to ensure chemical, fuel and lubricant storage areas are suitably located and protected (i.e. Secondary Containment where needed) to minimize any releases or contamination on or around the work site.
- All interior paint is low-odour, low-VOC or VOC-free, and whenever possible should be Green Seal certified.
- All cleaning chemicals for janitorial contracts are Green Seal or ECOLOGO certified.

- All materials, including waste, are removed from the site upon completion of the work, unless a City representative gives you permission to dispose of them on site.
- Fuel, lubricants, herbicides, pesticides, fungicides, paint materials, solvents or other chemicals are not disposed of into sewers or watercourses.

Noise

Contractors shall minimize noise resulting from activities while on-site whenever practical, and shall, under the City of Richmond Hill [Noise By-Law \(43-20\)](#):

- Restrict normal working hours to 7:00 a.m. – 7:00 p.m., Monday – Saturday. Non-emergency work outside these hours requires written approval from the Commissioner of the Community Services Department.
- Use vehicles and equipment with efficient muffling devices.

Pesticides

- Contractors and suppliers shall comply with the requirements under Ontario's [Pesticides Act](#) and its regulations.

Recycled Material and Energy Conservation

Contractors and suppliers are encouraged to use products that:

- Are durable and reusable;
- Contain the maximum level of post-consumer waste and/or recyclable content;
- Use the least amount of energy without significantly affecting the intended use of the products or service.

Spill Prevention and Response

[Ontario's Environmental Protection Act](#) (EPA) defines a spill as an abnormal discharge of a pollutant into the natural environment. Those working for and on behalf of Richmond Hill are expected to take all reasonable steps to prevent spills, and to prevent personal, property, or environmental damage from spills.

- Ontario's EPA requires that plans be developed and implemented to prevent or reduce the risk of spills; prevent, eliminate or ameliorate any adverse effects from spills; and respond to spills with appropriate equipment, material, and personnel.
- All spills must be immediately reported to the City of Richmond Hill:
 - a. Call 9-1-1 for spills involving emergencies, hazardous or unknown substances
 - b. Call Access Richmond Hill (905-771-8800) for all other spills
- All spills must be reported to the MECP by notifying the Spills Action Centre (SAC) at 1-800-268-6060.
- All spills should be controlled, contained, and cleaned as soon as possible. Special care should be taken to prevent spills from entering a sewer or watercourse.
- Contractors shall notify the City as soon as the spill is contained and cleaned. If necessary, at the Commissioner's discretion, additional spill response measures may be utilized at the Contractor's expense (in the case of a spill caused by a contractor).

Waste Management – Solid Non-Hazardous Waste

Wherever possible, contractors and suppliers should employ the “reduce, reuse and recycle” principles when working on the City’s behalf, to help minimize the amount of waste produced and sent to landfill.

- Do not bury rubbish and waste materials on site.
- All wastes generated by contractors will be disposed of as per applicable regulations.
- Bulbs, fluorescent tubes and luminaires:
 - shall be handled in a way that prevents breakage. Any releases to the environment from breakage must be contained immediately and addressed in accordance with applicable regulations.
 - shall be recycled using certified vendors, with appropriate records maintained
 - shall NOT be sent to landfill