

BGIS

BGIS
O&M Solutions

BGIS
Workplace Solutions Inc.

CONTRACTOR HEALTH, SAFETY AND ENVIRONMENTAL HANDBOOK

October 16, 2018

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1 BGIS Global Health and Safety Policy

GLOBAL HEALTH AND SAFETY POLICY

Policy Statement

BGIS is committed to providing safe and healthy working conditions for the prevention of work related injury and ill-health to our team members, partners, clients, vendors, visitors and any other party that may be affected by our business activities. Health and safety is a priority for BGIS, as a leading global provider of real estate services, facilities management, project delivery, professional services, and workplace management solutions.

Our Approach

Guided by our integrated management system, BGIS is committed to reducing the number of injuries to as close to zero as possible through the elimination of hazards and the reduction of occupational health and safety risk. We use a proactive and collaborative approach in our work with our clients, vendors and team members to create and foster a safe and healthy work environment. BGIS utilizes the management system framework of Plan - Do - Check - Act to establish occupational health and safety objectives and plans.

Governance and Leadership

We are committed to complying with BGIS standards, applicable legislation and industry standards. Senior management is responsible for setting health and safety objectives that are evaluated to ensure continual improvement of health and safety systems and overall performance.

People Engagement

We are committed to providing resources, training, tools, procedures and support to enable our workforce to perform their roles safely and competently. All team members are responsible for identifying, communicating and, where appropriate, correcting workplace hazards in order to protect themselves, their co-workers and members of the public from harm. Our team members are expected to be fit for work mentally and physically and BGIS will provide support in the event of injury or ill health. Through consultation and participation, BGIS ensures that team members are involved in the decisions that may impact their health and safety. All team members, vendors and contractors have an obligation to follow all health and safety requirements during work activities to ensure BGIS remains one of the safest places to work.

Accountabilities

The communication of this policy is paramount to its understanding and effectiveness. This policy is communicated to everyone working for, or and on behalf of, BGIS. The Policy is made available to all interested parties at www.bgis.com.

Gordon Hicks
Chief Executive Officer
April 1, 2018

Peter Papagiannis
Chief Operating Officer
April 1, 2018

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2 BGIS Global Environmental Policy

GLOBAL ENVIRONMENTAL POLICY

Policy Statement

Environmental stewardship is a cornerstone of BGIS's global operating philosophy. This is guided by our integrated management system, based on the ISO 14001 standard and best practices, which is encompassed by the leading services we provide, including: real estate services, facilities management, project delivery, professional services, and workplace solutions. Through our commitments, BGIS enables innovation corporately and across our clients' real estate portfolios by developing and implementing industry leading real estate and facility management solutions.

Our Commitment

Commitment to the Planet - BGIS focuses on the protection of the environment through sustainable resource use, energy and emission reduction, pollution prevention, protection of biodiversity and ecosystems, and climate change mitigation. This is supported and driven by our environmental management system.

Commitment to Compliance - BGIS is compliant with all applicable environmental legislation as well as other environmental requirements to which we and/or our clients subscribe have committed to adhering to.

Commitment to Excellence - BGIS sets objectives and targets striving for continuous improvement through process benchmarking, applying a life cycle perspective, and following a proven risk management approach. We monitor our progress and performance and communicate this regularly on our internal team site and annually in our Corporate Sustainability Report.

Commitment to our People - BGIS is committed to engaging and empowering our team members to operate in the most sustainable manner possible, and to be leaders environmental sustainability.

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3 Disclaimer

The intent of BGIS' Contractor Health, Safety & Environment Handbook is to provide a written overview of BGIS' minimum policies and processes with respect to Health, Safety and Environment (HSE). This Handbook does not address all HSE issues which may arise during completion of work. Nor is this Handbook intended to address or replace the Contractor's duties and requirements with respect to regulatory compliance and best practices, and in conducting work in a manner that creates a safe and healthy environment for its own employees, BGIS, building occupants and the public.

It is the responsibility of the Contractor to operate in compliance with all applicable legislation and regulations that may pertain to its activities. Compliance with this Handbook does not relieve the Contractor from any liability that may result from the Contractor's actions or from failure to act in accordance with applicable legislation. Where applicable, BGIS may provide to the Contractor additional HSE policies and processes, relating to specific site or job requirements, which the Contractor shall comply with. This Handbook may be modified at any time at BGIS' discretion.

4 Purpose

The purpose of this Handbook is to assist contractors in understanding BGIS' minimum HSE requirements while undertaking work at a BGIS controlled space. This Handbook is a general overview of BGIS' protocols and should be used in conjunction with the Contractor's own HSE policies, procedures and programs. Contractors are responsible for controlling workplace activities and for maintaining and promoting a safe and healthy work environment. It is BGIS' expectation that the information in this Handbook is communicated to all the Contractor's employees and any of its subcontractors. As a large percentage of contract work is completed at non-BGIS supervised locations, we expect Contractors to be conscientious of their HSE practices and their reflection on BGIS. In the event that the Contractor is unable to meet the requirements outlined in this Handbook, the Contractor is to notify their designated BGIS contact immediately. Assistance in meeting the requirements will be reviewed on a case by case basis.

As part of our vendor management program, Contractors will:

- Be aware of and comply with BGIS' HSE policies
- Review with their BGIS contact any applicable objectives, targets and HSE programs
- Upon request provide evidence of competency and/or compliance
- Be aware of the significant HSE risks and hazards and understand the potential impacts related to contractor's activities on these risks and hazards.

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5 Policies – our approach

"We are here to lead the creation of a safe work environment for our clients and client work spaces so that workers go home safe and healthy at the end of the day and the environment is protected. In doing so, we want to be a leader in health, safety and environmental support in the Global Real Estate Industry."

Guided by our Health and Safety and Environment Policies located in sections 1 and 2, BGIS maintains an integrated health and safety and environmental management system and is registered to ISO 14001 Standard. These policies are reviewed annually.

6 Auditing

BGIS reserves the right to audit the Contractor for its adherence to the HSE requirements of the work being performed. An audit may include workplace inspections, visual observations, interviews and document review, including training records, certifications and HSE related statistics. Action plans, including person responsible and time line, are to be provided to the BGIS contact for any observations noted.

7 General Requirements

7.1 Health, Safety and/or Environmental Program

All contractors and sub-contractors must have a health, safety and/or environmental program in place. Upon request, contractors must submit to BGIS evidence of a comprehensive health, safety and/or environmental program and other specialized plans may be required. This should include aspects identified in this Handbook as well as:

- Ergonomics
- Working alone
- Short service workers (workers who are relatively new to the company)

7.2 Subcontractors

All Contractors are required to review this manual with all sub-contractors and are responsible for ensuring that all BGIS policies and processes are complied with. BGIS reserves the right to request Contractors audit their sub-contractors and forward action plans for any non-conformances.

7.3 Facility Access and Security

Contractors are to review facility access and security requirements with their BGIS contact. The Contractor must immediately inform their BGIS contact of any security or facility access issues

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7.4 Behaviour

All contractors are to conduct themselves in a professional manner. Behaviour which violates BGIS' policies or has the potential to endanger the safety and well-being of any of the building occupants is grounds for removal from the site.

Inappropriate behaviour includes but is not limited to:

- Use, possession, distribution, offering, sale or being under the influence of alcohol, drugs (including cannabis and cannabis related products), drug paraphernalia or non-prescribed drugs for which a prescription is legally required in Canada, while on company business or premises.
- Disorderly or violent conduct
- Theft or intentional damage to property
- Entering restricted areas
- Harassment
- Other criminal activities

7.5 Fit for Duty

The contractor and their sub-contractors are to ensure all their employees are fit for duty. Any impairment of Supplier's employees or Subcontractors from the use of alcohol, drugs (including cannabis and cannabis related products), and/or the negative effects of medications or any other substance that could cause impairment, while providing services to BGIS, BGIS Customers or while attending any BGIS related corporate or industry events, shall be sufficient grounds for BGIS to immediately terminate their Agreement.

7.6 Housekeeping

The Contractor is to maintain a clean and orderly work area. Contractors are to clean and remove all non-hazardous solid waste and recyclables at regular intervals throughout the shift and at the end of each shift. Required waste containers are to be provided by the Contractor. Clear access is to be maintained to and in contractor working areas. Access to electrical panels, fire extinguishers, safety showers and eyewash stations, fire hydrants and points of egress are to be kept free and clear of all obstructions unless written approval is obtained from BGIS.

7.7 Personal Protective Equipment (PPE)

Contractors are responsible for conducting job assessments to determine the appropriate PPE necessary for the work being conducted and are responsible for its provision. Contractors must also be able to demonstrate that their employees have been trained in and conducted proper inspection, maintenance, and safe use of that equipment.

7.8 Training, Licenses and Certifications

Contractors must have all appropriate professional training, licenses and certifications required for the work being performed. Training records and copies of licenses, certifications are to be made available upon request. Contractors are to have their own HSE program and be able to

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confirm in writing that their employees have received and understood all HSE training appropriate to the scale of work being undertaken.

7.9 Incident Investigation and Reporting

Contractors are required to report all incidents, regardless of severity, to their BGIS contact using the *BGIS Incident Report Form* or equivalent. Incidents include:

- serious injury or illness,
- damage to property or equipment
- environmental spill/release/contamination
- near misses that may have resulted in serious injury or illness, damage to property or equipment or environmental spill/release/contamination
- any unplanned or uncontrolled fire, explosion or flood, as well as any collapse or failure of a building or structure

Where the incident resulted in a recordable injury (time loss and / or medical aid sought) or where a regulatory authority must be contacted (e.g., Ministry of the Environment or Ministry of Labor), BGIS must be notified concurrently and a copy of the investigation report is to be forwarded upon completion. It is the Contractor's responsibility to contact the appropriate regulatory authority when it is required due to the nature of the incident. Where reporting of an incident to a regulatory authority is required, the Contractor shall comply in accordance with applicable legislation in the course of any subsequent investigation or inspection and, where required, the incident scene shall not be disturbed or altered until the site is released by the appropriate regulatory authority.

8 HSE Risks and Hazards

8.1 Hazard Identification / Stop Work & Reporting

It is the Contractor's responsibility to be aware of all dangers or hazards associated with the work performed and the work environment and to remove and / or control the hazard or danger prior to commencement of work (e.g. by conducting a job hazard or safety analysis). To assist the contractor in this regard, BGIS utilizes hazard stations or equivalent at managed properties to store documentation identifying all known site-specific hazards.

Should Contractors have questions regarding site hazards they can contact their BGIS contact. All potential or existing dangers or hazards observed by the Contractor shall be reported to their BGIS contact. Any danger or hazard observed beyond the control of the Contractor is to be reported to their BGIS contact immediately and the Contractor is to avoid the hazard or danger until it is eliminated or controlled. The Contractor may not conduct any work that may result in a danger or hazard to people, environment or property. Where an existing danger or hazard is present, or where the Contractor reasonably believes that an imminent danger or hazard is

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present, the Contractor has the right to stop work so that the danger or hazard is eliminated or safe work practices are incorporated.

For the purposes of this policy, a danger or hazard may include, but is not limited to:

- A situation for which the individual is not properly trained or experienced.
- A situation for which the individual is not properly equipped (i.e. safety or personal protective equipment).
- A situation where the individual believes that proper procedures and work practices are not being followed.
- A hazard that is not typical to the individual's work activities or job.
- A worker unfit for work due to the influence of alcohol or illegal or mind-altering substances.
- A danger that would normally stop work in the affected area.
- A situation where the environment may be adversely affected and regulatory authorities would be involved;
- A situation which may result in equipment / property damage.

Any stop work situations must be reported immediately to the BGIS contact. The BGIS contact is to be advised of the danger or hazard, the corrective action and when the situation is resolved.

8.2 Safe Work Procedures / Safety Operating Procedures / Site Safety Plan

All Contractors should have a Safe Work Procedure (SWP)/Safe Operating Procedures (SOP)/Site Safety Plan available at the location of work. It will provide/outline a systematic process to ensure that all safety considerations and precautions are in place prior to starting the job. It may include sign off sheets, checklists, or other information designed to ensure that every reasonable precaution for the protection of the workers is in place.

8.3 First Aid / Medical Emergencies

All Contractors are responsible to ensure that first aid, emergency medical services and transportation are provided to its employees. Contractors are also required to provide trained first aid personnel, supplies, and equipment as applicable. Professional medical aid may be available at some locations. Contractors should review potential assistance with their BGIS contact. Any access to professional aid does not release the Contractor of ensuring emergency assistance is provided to its employees.

8.4 Emergency Evacuation

In order to ensure personal safety, Contractors are required to be aware of the entire emergency evacuation procedures for the location of work. This should take into account the risks/hazards, plans to minimize, eliminate and mitigate any business disruptions associated with the work being done.

Review this information with your BGIS contact.

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8.5 Work Area Protection and Hazard Notification

All work areas must be appropriately barricaded and signage posted where required. Contractors are responsible for providing signs, cones, plastic sheets, guardrails and other materials to create an effective barricade to isolate the work environment from the building occupants and to prevent unauthorized access. Any requirements to block means of egress, fire, life or other safety equipment must first be approved by the BGIS contact. Signs and barricades may not be removed until the work is completed and all hazards are eliminated. Where the work being conducted may create a temporary hazard to the building occupants (e.g. wet floor), the Contractor shall ensure the appropriate barriers are erected and /or signage is posted. The signs / barriers may not be removed until the relevant hazard is eliminated. Where work being conducted could affect the health, well-being or comfort of the building occupants (e.g. paint fumes), the Contractor shall inform the building occupants through the BGIS contract prior to the start of work.

8.6 Locating utility infrastructure

Contractors must identify, locate and mark underground services (gas, electrical, water and other services). If a service poses a hazard, it must be shut off and disconnected before the work activity begins. If a potentially hazardous service cannot be disconnected, the service owner must be asked to supervise the service's uncovering.

8.7 Tools and Equipment

Contractors are responsible to provide their own tools, equipment and vehicles and are required to conduct the work in a safe manner in accordance with all regulatory requirements. Contractors are responsible for the safe operation of any equipment brought on location and must be able to demonstrate that all operators of said tools and equipment are trained and qualified to do so. Contractors are also responsible for the inherent integrity of the tools and equipment itself and must be able to demonstrate that the equipment has been properly maintained and is safe for use.

8.7.1 Using BGIS Owned Tools and Equipment

Unless written authorization is obtained, Contractors may not use BGIS owned or leased tools or equipment. If the Contractor wishes to use BGIS owned tools and equipment, written authorization must be obtained and the *BGIS Emergency Loan of Equipment Waiver Form* must be filled out. The Contractor must also provide copies of training records / certifications required to operate the specific tools and / or equipment.

8.7.2 Power Tools

All power tools are to be double insulated or equipped with grounded power cords. Ground Fault

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Interrupters (GFI) or other similar devices must be used in wet or damp locations. The Contractor's employees must be properly trained in their use and the tools are to be maintained in a safe operating condition.

8.7.3 Explosive Actuated Tools

Any Contractors using explosive actuated tools must be competent, trained and certified as required. The Contractor is to ensure that all explosive actuated fastening tools are properly inspected before and after each use and that no alterations be carried out to any protective guards. The contractor shall ensure that all requirements regarding safe use, storage and removal process is carried out in accordance with the appropriate legislation. Equipment is to be properly maintained and all Contractors are to be trained in its use and safe operation.

8.8 Electrical Safety

It is the Contractor's responsibility to have a safe electrical program as required. Contractors working on or near live equipment must be qualified to do so. Contractors must not work on low or high voltage unless specifically retained to do so. Energized parts, circuits, panels and other equipment must be properly guarded. Unguarded energized parts should never be unattended. All electrical devices must be properly grounded or double insulated.

8.9 Ladders

All Contractor ladders must be labeled with the Contractor's name. All ladders are to be maintained in good condition at all times and inspected prior to use. Employees using ladders must do so in a safe and responsible manner. Any defective ladders are to be tagged as such and removed from site. The correct ladder for the task must be used, must be CSA certified and all labels intact and legible

8.10 Working at Height

It is the Contractor's responsibility to select the appropriate fall protection measures for the work to be performed. When working at height, the area below is to be cordoned off as the work area protection requires. Contractors must be able to demonstrate that all equipment has current inspection certificate and is maintained as per regulatory requirements and that all personnel have current and appropriate training.

8.10.1 Scaffolding

All scaffolding is to be erected, maintained and inspected in accordance with all applicable regulations, codes and engineering practices. The Contractor is to ensure competent supervision of any modification process and have written approvals of such modifications. Precautions must also be taken to ensure that each scaffold does not exceed structural or design limits set out by applicable provincial legislation. The Contactor must also provide all scaffolds and safety

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equipment required for the entire project. Copies of the inspection reports are to be available upon request.

8.10.2 Industrial Powered Vehicles, including Lifting Devices

All Contractors operating industrial powered vehicles must be trained and licensed or certified in the operation of the particular equipment to be used. If the Contractor has received written authorization to use BGIS equipment, the *Emergency Loan of Equipment Waiver and Release form* must be signed prior to use and all BGIS process with respect to the equipment must be followed.

8.11 Motor Vehicles

All Contractors operating motor vehicles are to have and maintain a valid driver's license and a responsible driving record. Contractors must exercise due caution when driving on customer sites.

8.12 Material Handling

All Contractors involved in manual material handling should be aware of and trained in proper material handling procedures and are to use material handling equipment where appropriate. Equipment is to be properly maintained and all Contractors are to be trained in its use and safe operation.

8.13 Noise

Contractors must work in a manner that does not create a disruption to the normal course of business operations at the worksite. Any activity that produces noise that interferes with the business operation must be completed during off-hours. Contractors shall ensure that their employees have proper and adequate noise and hearing protection.

8.14 Lighting

Contractors shall ensure that proper and adequate workplace lighting is provided in accordance with applicable legislative and regulatory requirements.

8.15 Working in cold and hot environments

Contractors are to have policies and procedures in place to ensure their employees are appropriately protected when working in cold and hot environments.

8.16 Asbestos Containing Material (ACM)

The Contractor may be working in an area where asbestos containing material (ACM) is present. Please review potential ACM locations with your BGIS contact prior to commencing work. The presence of various friable and or non-friable ACM has been identified or is presumed to be present at all BGIS managed facilities constructed prior to 1992. The contractor / service provider shall review prior to their work, the building asbestos survey or asbestos

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notification letter (attached in appendix A), either or shall be placed in the site hazard station. Buildings without a hazard station, asbestos survey or notification letter are to be regarded as buildings that may contain ACM. Contractors may not intentionally disturb ACM unless specifically retained to do so, in which case BGIS' Asbestos Management Program and all Client requirements must be followed. If a Contractor unintentionally disturbs suspected or known ACM, stop work and immediately inform their BGIS contact.

8.17 Mould

The Contractor is to notify their BGIS contact if any mould or mildew is observed in the work location. The Contractor must not disturb an area suspected to be contaminated with mould.

8.18 Infection Control

All Health Care Centers where the Contractor will be performing construction / maintenance will adhere to the Infection Control and Dust Containment requirements as per Canadian Standards Association CSA Z317.13 documentation titled Infection Control during Construction, Renovation or Maintenance of Health Care Facilities.

8.19 Halocarbon Management

Contractors that work on systems that contain halocarbons are required to manage those systems in accordance with BGIS Halocarbon Process. BGIS' process dictates that Federal legislation shall be applied in every circumstance. Contractors are required to report any halocarbon release regardless of the quantity to their BGIS contact immediately (see section 9.3 for more details). All contractors shall adhere to their legislative requirements of having ODS or ODP qualified personnel to maintain the systems. All leak test tags and onsite report logs shall be updated and or provided by the contractor. Only BGIS-approved leak-test tags will be utilized.

8.20 Petroleum Storage Tanks

Contractors who work on petroleum storage tanks and/or systems are required to manage those equipment in accordance with appropriate Provincial or Federal legislation and codes. Contractors must be qualified to work on petroleum storage tanks and/or systems.

Contractors are required to report any petroleum releases (e.g. fuel, gas, etc.) regardless of quantity to their BGIS contact immediately (see section 9.3 for more details). In addition, Contractors must be able to immediately respond and contain spills/releases if safe to do so.

Contractors who are working near petroleum storage tanks and/or systems must adhere to safety precautions and follow signage by not smoking at all times. Contractors cannot conduct hot work unless authorized.

8.21 Other Site Specific Hazards / Requirements

Any site-specific hazards or requirements not covered by this Handbook should be identified, reviewed, assessed and controlled with the BGIS contact immediately.

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9 Requirements BGIS Notifications / Permits

9.1 Fire and Life Safety

Contractors are to provide their own fire protection equipment as required, including but not limited to fire extinguishers. Use and storage of flammable and combustible materials must be conducted in accordance with all codes and regulation and their use and storage must be approved by the BGIS contact prior to bringing the material on-site. Contractors may not conduct any work that will affect the building's fire life safety systems unless specifically retained to do so and the BGIS contact is aware of and approved the timing of the work prior to its commencement.

9.2 Hazardous Materials Management, including compressed gases

- Contractors are required to obtain permission prior to bringing hazardous materials to a work location.
- Quantities brought and maintained at location of work should be minimized and appropriate to the nature and scope of work.
- Contractors must maintain an updated inventory of hazardous materials on-site; current Safety Data Sheets are to be located in proximity to the hazardous materials storage and areas of use and must be accessible to BGIS and emergency response personnel.
- It is the Contractor's responsibility that all hazardous materials are properly handled and stored in accordance with all regulatory and code requirements and all WHMIS labeling requirements are met.
- All Contractors must be able to demonstrate that its employees involved in the transporting of hazardous materials have Transportation of Dangerous Goods training appropriate to their role.
- All hazardous waste generated by the Contractor is to be removed through BGIS unless written authorization is received.

9.3 Spills and Releases

- It is also the Contractor's responsibility to have an appropriate spill response plan and required equipment in place.
- The Contractor must be able to demonstrate that its employees have received WHMIS training and are knowledgeable in spill response appropriate to the material at the work location.
- Any releases or spills that results in a requirement to contact a regulatory authority must be investigated and reported as per the Incident Investigation and Reporting section 7.9.

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9.4 Lockout / Tag Out

It is the Contractor's responsibility to have a hazardous energy control program in place (Lockout/Tag out) if they are involved in maintaining and / or repairing equipment. This program is to be available to BGIS for review upon request. Prior to initiating a lockout / tag out, the Contractor must inform their BGIS contact of the location and estimated duration of the equipment lockout / tag out and will conduct a review of all energy sources and the equipment specific written procedure.

9.5 Welding / Cutting (Hot Work)

It is the Contractor's responsibility to have a hot work program. The Contractor must inform their BGIS contact and have a *Hot Work Permit* issued prior to the start of any hot work. If hot work is being conducted within a building, it must be planned (through scheduling, engineering controls etc.), to minimize building occupant's exposure to fumes and other hazards. Precautions must also be undertaken to prevent interference with fire life safety systems. A work and post-work spotter is required where there is a risk of fire or where the fire life safety systems are impaired or off line. The Contractor is responsible for providing all fire protection equipment and personnel.

9.6 Confined Space

All Contractors entering a permit restricted confined space must follow *BGIS' Confined Space Process* and permit requirements. A Contractor may only enter a permit restricted confined space upon review of the specific confined space entry process and issuance of a *BGIS Confined Space Entry* and other applicable permits. The BGIS contact must be informed prior to an entry. It is the Contractor's responsibility to provide their own safety equipment including PPE, monitoring and rescue equipment.

9.7 Crane, Hoist, and Other Lift Equipment

Contractors will obtain approval from their BGIS contact prior to bringing on-site and using cranes, hoists, and other lifting equipment. All operators must be trained and certified in the equipment being used. The equipment is to be maintained as per the manufacturer's recommended maintenance and safety requirements and an up-to-date inspection report certifying the equipment is to be available upon request. A copy of the crane hand signals that will be used are to be posted. The Contractor must ensure that loads never exceed the set limits and that suspended loads are never left unattended.

9.8 Worksite Inspections

BGIS requires all Contractor worksites to be inspected for hazards, when found corrected or isolated as per the applicable provincial / federal legislated regulations. BGIS requires that all worksites are to be inspected regardless of size or scope of work. Required frequencies are at

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the start of a project, when site conditions change, after an incident, after a government inspector visits/inspects the site or at a minimum once per month thereafter.

All inspection reports shall be forwarded to the Contractor's BGIS contact person. In cases where the Contractor does not have an Inspection report, they can use the BGIS *Project Site Checklist for Project Managers* which can be obtained from their contact.

10 BGIS References

Document #	Document Title
CORP-HS-10762	BGIS Global Health & Safety Policy (available on www.bgis.com)
CORP-ENV-10446	BGIS Global Environmental Policy (available on www.bgis.com)
CORP-HS-10535	Incident Reporting Form
CORP-HS-10534	Emergency Loan of Equipment Waiver and Release Form
CORP-HS-11122	Hot Work Permit
CORP-HS-10537	Confined Space Entry Process
CORP-HS-10729	Confined Space Entry Permit
CORP-HS-11213	Workplace Inspection - Project Site Checklist for Project Managers Form
CORP-ENV-11173	Asbestos Management Process

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11 Appendix A – Contractor / Service Provider Asbestos Notification

BGIS, BGIS O&M Solutions, BGIS Workplace Solutions Inc.
Letter of Notification:
WORKING WITH ASBESTOS CAN BE EXTREMLY DANGEROUS INHALING ASBESTOS FIBRES CAN CAUSE VARIOUS TYPES OF LUNG DISEASE, MESOTHELIOMIA OR CANCER.
Asbestos may be present in the following materials as listed: Cement Pipes, Cement Wallboard, Cement Siding, Asphalt Floor Tile, Vinyl Floor Tile, Vinyl Sheet Flooring, Flooring Backing, Constructions Mastics, Acoustical Plaster, Decorative Plaster, Textured Paints/Coatings, Ceiling Tiles and Lay-in Panels, Spray-Applied Insulation, Blown-in insulation, Fireproofing Materials, Taping compounds (thermal), Packing Materials, High Temperature Gaskets, Laboratory Hoods/Table Tops, Laboratory Gloves, Fire Blankets, Fire Curtains, Elevator Equipment Panels, Elevator Brake Shoes, HVAC Duct Insulation, Boiler Insulation, Breaching Insulation, Flexible Fabric Ductwork, Cooling Towers, Pipe Insulation, Heating and Electrical Ducts, Electrical Panel Partitions, Electrical Cloth, Electric Wiring Insulation, Chalkboards, Roofing Shingles, Roofing Felt, Base Flashing, Thermal Paper Products, Fire Doors, Caulking/Putties, Adhesives, Wallboard, Joint Compounds and Spackling, Vinyl Wall Coverings.

The presences of various friable and or non-friable asbestos containing material (ACM) have been identified or are presumed to be present at all BGIS managed facilities constructed prior to 1992. The contractor / service provider shall review prior to their work, the building asbestos survey or asbestos notification letter, either or shall be placed in the buildings logbook. Buildings without a logbook, asbestos survey or notification letter are to be regarded as buildings that may contain ACM. Where applicable BGIS will review with the contractor / service provider personnel the locations of known ACMs as noted on the asbestos survey. The BGIS *Asbestos Management Program* applies to all maintenance, repair and renovation work that may disturb asbestos materials. The disturbance of asbestos building materials may only be undertaken by qualified contractors who have received training in asbestos-related precautions and procedures (as per the provincial / federal Occupational Health Safety Act and the governing regulations). As a condition of your contract to provide services and materials to BGIS, the contractor / service provider shall not disturb asbestos-containing materials without prior notification to BGIS. The contractor / service provider and its workers, while at any location will follow all procedures specified by the BGIS *Asbestos Management Program*.

Thank you for your ongoing support

“SAFETY FIRST, IT’S THE WAY WE DO BUSINESS”

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12 Appendix B – Documentation Required

12.1 Pre-Project Specific HSE Documents

The contractor is to provide, at minimum, the following documentation to the Project Manager before the start of a project.

12.1.1 Signed and Initialed BGIS Contractor Handbook

This Handbook must be read and initialed and signed by the contractor's representative and provided to the PM prior to work beginning.

12.1.2 Job Hazard Assessment

A Job Hazard Assessment must be done prior to work commencing on a site and depending on the project, Job Hazard Assessments must be completed when worksite conditions change or a new hazard is introduced into the worksite.

12.1.3 Pre Project Safety Inspection

Where the project involves alterations to the structure of the building, a Pre Projection Safety Inspection is to be completed to identify any risks to the tenants of the facility as well as the workers completing the task.

12.1.4 Project Safety Plan

If applicable a Project Safety Plan should be completed prior to a project beginning and to be available and reviewed by all personnel on site prior to commencing work.

12.1.5 Emergency Response Plan

In case of an emergency, there must be a plan in place to respond to the situation. This must be provided to the PM in charge of the project.

12.2 Ongoing Project Specific HSE Documents

The contractor is to provide the following documentation to the Project Manager after the start of and on an ongoing basis during the project, as appropriate.

12.2.1 Site Safety Orientations

Where one or more individuals are working on a jobsite a Site Safety Orientation must be done in order for the worker(s) to familiarize themselves with the environment they will be working in. There may be Site Specific Rules that will only apply to that location and all workers must be made aware of these rules.

12.2.2 Toolbox/Safety Meetings

A Toolbox or Safety Meeting must happen at the beginning of a project and should take place periodically throughout the project as well. The minutes of these meetings must be provided to the PM.

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12.2.3 Work Permits (Lockout/Tag out, Hot Work)

A work permit system must be in place as required.

12.2.4 Incident Reports - Near Misses

Any incident or near miss that occurs on a BGIS Project is to be immediately reported to the Project Manager or BGIS contact. Appropriate documentation including any investigation material provided within 72 hours unless client requirements dictate otherwise.

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13 CONTRACTOR ACKNOWLEDGEMENT

I _____, the Contractor (or the Contractor Representative), by signing this document acknowledge that I have read and understand the rules and policies outlined in the previous pages. I also acknowledge receipt and acceptance of the BGIS "**Contractor Health, Safety and Environmental Handbook**".

_____
Company Name (Please print)

_____
Signature (Contractor / Contractor Representative)

_____
Name (Please print)

_____
Title / Position

_____
Date

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