



Exhibition Place

# **CONTRACTOR MANAGEMENT PROGRAM**

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## 1 Exhibition Place Health and Safety Statement

Exhibition Place is committed to the Health, Safety and Wellness of all its employees, guests and exhibitors. We are dedicated to ensuring the safest possible conditions exist on our projects and in our workplace.

In fulfilling this commitment, The Board of Governors of Exhibition Place has implemented a program of zero tolerance towards Violence and Harassment, and any unsafe conditions or acts, by providing and maintaining a safe and healthful work environment through compliance with the Occupational Health and Safety Act, and the Regulations under the Act, as well as in accordance with acceptable industry standards. We will strive to eliminate any foreseeable hazards, which may result in personnel injuries/illness, accidents, fire, security losses and/or property damage.

The Internal Responsibility System being implemented within our workplace requires that all employees share the responsibility for loss prevention through minimizing accidents in our facilities and on our projects. Job practices and procedures for all employees are clearly defined in the Board of Governors of Exhibition Place Occupational Health and Safety Managed System and supporting programs. We will strive to develop and implement effective training programs, monitor their delivery and revise where necessary.

The Board of Governors of Exhibition Place believes that accidental loss can be controlled through good management in combination with active employee involvement.

All management functions, including operating businesses, line and associated subcontractors management, will comply with The Board of Governors of Exhibition Place Occupational Health and Safety Managed System requirements as they apply to the design, operation and maintenance of facilities, equipment and project conditions and delivery. All employees will perform their job properly in accordance with both established procedures and our operating philosophy.

We trust all of you will join us in a personal commitment to implementing the highest achievable standard of Health and Safety within our environment and to the practice of loss prevention as a way of life.

## 2 Exhibition Place Environmental Statement

Environmental stewardship is a cornerstone of Exhibition Place's operating philosophy. It is a value embedded in our corporate culture and a practice reflected in our environmental plan and our business processes. Not only do we manage environmental impacts resulting from self-performed and sub-contractor delivered services, we also manage our clients' impact on the environment. We are the industry leader in workplace management solutions and our focus on environmental stewardship has helped to position us there.

The communication of this policy is paramount to its understanding and effectiveness. Therefore we have taken measures to ensure that it is communicated to, and understood by all Exhibition Place employees and the employees of our sub-contractors who are involved in the delivery of work implemented by Exhibition Place.

Exhibition Place is committed to complying with all applicable environmental legislation, requirements, and codes of practice, internal standards and guidelines subscribed to by ourselves and/or our clients. Exhibition Place and its employees are also committed to conducting our operations in a manner that actively prevents pollution.

Exhibition Place is always aiming for continual improvement in our environmental practices. We set specific performance goals and targets, and provide our team with the resources to achieve these objectives. Our progress related to meeting these targets is reviewed and evaluated regularly, while our overall environmental program, policy and management system are reviewed annually.

Exhibition Place employees understand the importance of environmental and social responsibility at a personal and organizational level, and we will foster this culture through ongoing training and education.

Together, we can make a difference.

### 3 Disclaimer

The intent of Exhibition Place's Contractor Management Program is to provide a written overview of Exhibition Place's minimum policies and procedures with respect to Health, Safety and Environment (HS&E). This handbook does not address all HS&E issues which may arise during completion of work. Nor is this document 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, Exhibition Place, 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 document 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, Exhibition Place may provide to the Contractor additional HS&E policies and procedures, relating to specific site or job requirements, which the Contractor shall comply with. This document may be modified at any time at Exhibition Place's discretion.

### 4 Purpose

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

### 5 Policies/Procedures

Exhibition Place is dedicated to becoming "best in class" with respect to HS&E. Our culture is one in which health, safety and environment are more than words in our value statement, and they are integrated into our daily activities and are part of our culture.

Contractors will:

- Be aware of Exhibition Place's HS&E policies
- Review with their designated Exhibition Place contact any applicable objectives, targets and environmental programs
- Comply with Exhibition Place's HS&E policies
- Upon request provide evidence of competency and/or compliance
- Understand the HS&E impacts related to contractor's activities and be aware of the appropriate operational controls to address any areas of risk.

## 6 Auditing

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

## 7 General Requirements

### 7.1 Health and Safety Program

All contractors and sub-contractors must have a health and safety program in place. Upon request, contractors must submit to Exhibition Place evidence of a comprehensive health and safety program and other specialized plans may be required.

### 7.2 Subcontractors

All Contractors are required to review this manual with all sub-contractors and are responsible for ensuring that all Exhibition Place policies and procedures are complied with. Exhibition Place 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 designated Exhibition Place contact. The Contractor is to immediately inform their designated Exhibition Place contact of any security or facility access issues

### 7.4 Working Alone at Remote Sites

Contractors who are working alone at remote sites must have a Work Alone Policy in place which is required to be shared with their designated Exhibition Place contact and our Exhibition Place Security Department.



## 7.5 Behavior

All contractors are to conduct themselves in a professional manner. Behavior which violates Exhibition Place's policies or has the potential to endanger the safety and well-being of any of the building occupants will be removed from the site immediately.

Inappropriate behavior includes but is not limited to:

- Use, possession, distribution, offering, sale, sharing or being under the influence of alcohol, illicit drugs, illicit 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
- Criminal activities
- Unsafe or at risk behaviours

## 7.6 Housekeeping

The Contractor is to maintain a clean and orderly work area and remove all generated 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 Exhibition Place.

## 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 the 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 HS&E program and be able to confirm in writing that the Contractor's employees have received and understood all health, safety and environment training appropriate to the scale of work being undertaken.

## **7.9 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. All potential or existing dangers or hazards observed by the Contractor shall be reported to their designated Exhibition Place contact. Any danger or hazard observed beyond the control of the Contractor is to be reported to the designated Exhibition Place 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 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 procedure, 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 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 are to be reported immediately to the designated Exhibition Place contact. The designated Exhibition Place contact is to be advised of the danger or hazard, the corrective action and when the situation is resolved. Documentation of such situation must be submitted to their designated Exhibition Place contact within 24 hours.

## **7.10 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. It is possible that first aid may be available. Please review potential assistance with the designated Exhibition Place contact and or by calling Exhibition Place Security at 416-263-3333. Any access to first aid does not release the Contractor of ensuring emergency assistance is provided to its employees.

### **7.11 Accident / Incident Investigation and Reporting**

Contractors are required to report all accidents / incidents, regardless of severity, to the designated Exhibition Place contact. All incidents resulting in serious injury or illness, damage to property or equipment or environmental contamination are to be reported to Exhibition Place immediately. All near misses that may have resulted in serious injury or illness, damage to property or equipment or environmental contamination are also to be reported immediately. Contractors must also report immediately to Exhibition Place 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 Labour), Exhibition Place is to 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 health and safety 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.

### **7.12 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. Review this information with the designated Exhibition Place contact.

### **7.13 Work Area Protection and Hazard Notification**

All work areas must be appropriately barricaded and signage 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 designated Exhibition Place contact. Signs and barricades may not be removed until the work is completed or 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 signage and / or barriers are posted. The signs / barriers may not be removed until the 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 Exhibition Place contract prior to the start of work.

### **7.14 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.

### **7.15 Exhibition Place Owned Tools and Equipment**

Unless written authorization is obtained, Contractors may not use Exhibition Place owned or leased tools or equipment. In cases of written authorization, Contractors will provide copies of any training records / certifications required to operate the tools and / or equipment. The contractor will also sign the Exhibition Place “Equipment Usage” agreement (attached in Appendix A).

### **7.16 Power Tools**

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

### **7.17 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. In addition, the contractor is required to complete the Exhibition Place Hot Work Permit and displayed in the work area.

### **7.18 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 must not be left unattended. All electrical devices must be properly grounded or double insulated.

### **7.19 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.

### **7.20 Working at heights**

It is the Contractor's responsibility to select the appropriate fall protection measures for the work to be performed. When working at heights, 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.

### **7.21 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 Contractor must also provide all scaffolds and safety equipment required for the entire project. Copies of the inspection reports are to be available upon request.

### **7.22 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 Exhibition Place equipment, the "Loan of Equipment" waiver must be signed prior to use and all Exhibition Place process and procedures with respect to the equipment must be followed.

### **7.23 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.

### **7.24 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. In case of use of equipment for material handling, all equipment will be required to be properly maintained and all contracting personnel will be trained in its safe use. Exhibition Place reserves the right to impose its unionized employees for transport of parts, and Contractors performing repairs are encouraged to use Exhibition Place unionized employees for transport of parts and equipment.

### **7.25 Waste Diversion**

Contractor work that produces waste will need to be reported by waste type and quantity for all projects as per the Waste Diversion KPI requirements for the Board of Governors at Exhibition Place.

### **7.26 Infectious Disease**

Contractors are to have policies and procedures designed for the purpose of addressing those diseases that pose a threat to the Exhibition Place community due to rapid transmission of infection to, and/or among, employees and visitors.

### **7.27 Noise**

Contractors must work in a manner that does not create a disruption to the normal course of business. 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.

### **7.28 Lighting**

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

### **7.29 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.

### **7.30 Asbestos Containing Material (ACM)**

It is possible that the Contractor may be working in an area where ACM is located. Please review potential ACM locations with the designated Exhibition Place contact prior to commencing work. The presence of various friable and or non-friable asbestos containing material (ACM) has been identified or is presumed to be present at all Exhibition Place managed facilities constructed prior to 1992. The contractor / service provider shall review prior to their work, the building asbestos survey or asbestos notification letter (attached in Appendix B). Contractors may not intentionally disturb ACM unless specifically retained to do so, in which case Exhibition Place's Asbestos Management Program and all Client requirements must be followed. If a Contractor unintentionally disturbs suspected or known ACM, stop work and immediately inform the designated Exhibition Place contact.

### **7.31 Mould**

The Contractor is to notify the designated Exhibition Place 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.

### **7.32 Propane**

Contractors are to have policies and procedures in place to ensure proper propane handling (including: employee training/certification, proper transportation, handling and storage).

### **7.33 Site Specific Hazards / Requirements**

Any site specific hazards or requirements not covered by this manual should be identified, reviewed, assessed and controlled with the designated Exhibition Place contact immediately.

## 8 Requirements Exhibition Place Notifications / Permits

### 8.1 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 designated Exhibition Place 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 designated Exhibition Place contact is aware of and approved the timing of the work prior to its commencement.

### 8.2 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 Exhibition Place 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/GHS labeling requirements are met.
- 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/GHS 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 Accident / Incident Investigation and Reporting section.
- 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 Exhibition Place unless written authorization is received.



### **8.3 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 Exhibition Place for review upon request. Prior to initiating a lockout / tag out, the Contractor must inform the designated Exhibition Place 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. Exhibition Place requires a dual lock out clasp to include both the Contractor's lock and an Exhibition Place lock.

### **8.4 Welding / Cutting (Hot Work)**

It is the Contractor's responsibility to have a hot work program. The Contractor must inform the designated Exhibition Place contact and have a Exhibition Place 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.

### **8.5 Confined Space**

All Contractors entering a permit restricted confined space must follow Exhibition Place's confined space business process and permit requirements. A Contractor may only enter a permit restricted confined space upon review of the specific confined space entry procedure and issuance of an Exhibition Place Confined Space Entry and other applicable permits. The designated Exhibition Place 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.

### **8.6 Crane, Hoist, and Other Lift Equipment**

Contractors will obtain approval from the designated Exhibition Place contact prior to bringing on-site and using; cranes, hoists, and other lifting equipment. Exhibition Place reserves the right to impose its unionized employees for rigging and transport parts, and Contractors performing repairs are encouraged to use Exhibition Place unionized employees for rigging and transport of parts and 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.

## **8.7 Worksite Inspections**

Exhibition Place requires all contractor worksites to be inspected for hazards, when found corrected or isolated as per the applicable provincial / federal legislated regulations. Exhibition Place requires that all worksites are to be inspected regardless of size or scope of work. Required frequencies are at the start of a project, when site conditions change, after an accident or at a minimum once per month thereafter. All inspection reports shall be without delay forwarded to the designated Exhibition Place contact person.

## **9 Appendix A**

### **9.1 Exhibition Place Equipment Usage Agreement**

This document can be obtained through the designated Exhibition Place contact person.

## 10 Appendix B

### 10.1 Contractor / Service Provider Asbestos Notification

***Exhibition Place Letter of Notification:***

WORKING WITH ASBESTOS CAN BE EXTREMELY 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 Exhibition Place managed facilities constructed prior to 1992. The contractor / service provider shall review prior to their work, the building asbestos survey or asbestos notification letter. Where applicable Exhibition Place will review with the contractor / service provider personnel the locations of known ACMs as noted on the asbestos survey. The Exhibition Place 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 Exhibition Place, the contractor / service provider shall not disturb asbestos-containing materials without prior notification to Exhibition Place. The contractor / service provider and its workers, while at any location will follow all procedures specified by the Exhibition Place Asbestos Management Program.

Thank you for your ongoing support

## **11 Appendix C**

### **11.1 Exhibition Place Required Project Specific Safety Documents**

#### **11.1.1 Signed and Initialed Exhibition Place Contractor Handbook**

- This document must be read and signed by the contractor's representative and provided to the designated Exhibition Place contact prior to work beginning.

#### **11.1.2 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.

The contractor is to have, at minimum, the above documentation provided to the designated Exhibition Place contact at the start of a project.

### **11.2 The following documentation must be provided to the designated Exhibition Place contact as soon as possible during the project if applicable.**

#### **11.2.1 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.

#### **11.2.2 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.

#### **11.2.3 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.

#### **11.2.4 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 designated Exhibition Place contact in charge of the project.

### **11.2.5 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 designated Exhibition Place contact.

### **11.2.6 Work Permits (Lockout/Tag out, Hot Work)**

A work permit system must be in place as required.

### **11.2.7 Incident Reports - Near Misses**

Any incident or near miss that occurs on an Exhibition Place Project must be immediately reported to the designated Exhibition Place contact and appropriate documentation including any investigation material provided within 72 hours unless client requirements dictate otherwise.



## Exhibition Place

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### 12 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 Exhibition Place “**Contractor Management Program Handbook**”.

\_\_\_\_\_  
Company Name (Please print)

\_\_\_\_\_  
Signature (Contractor / Contractor Representative)

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Title / Position

\_\_\_\_\_  
Date