



CONTRACTOR ENVIRONMENTAL HEALTH & SAFETY GUIDE

1.0 Contractor & Contracted Worker Obligations & Responsibilities

- 1.1 Overall responsibility for ensuring compliance with the health & safety requirements at 715 – 5th Avenue S.W. building rests upon the General Contractor and/or their representative. All contractors their workers and subcontractors are responsible for their own personal safety, the safety of their co-workers and for any other person who may have occasion to be present at the worksite.
- 1.2 This guide applies to all contractors, their employees, and sub-contractors, performing any work in “the building” whether under contract to Tillyard Management Inc. or a Building Tenant.
- 1.3 You, as a temporary worker within this building, are required to comply with the Alberta OH&S Act, Regulations and Code as well as the Tillyard Management Inc. Construction Rules and Regulations, by applying safe work practices at all times. Failure to do can result in your immediate removal from the worksite.
- 1.4 Prior to performing any work in this building you must have read, understood, and comply with this information. You are required to sign “Contract of Understanding” that stipulates your agreement to meet these standards.

1.5 All Contractor personnel are responsible for maintaining all their equipment and tools in proper operating condition and are used only in accordance with the manufacturer's specifications.

2.0 Fire Prevention & Working Near Fire Protection System

2.1 Any work that has the potential to cause a fire must have a fire extinguisher stationed in the immediate vicinity.

2.2 Prevention and protection go hand-in-hand. There are some basic items you should know about fire prevention which include: where fire extinguishers are located, the types and capabilities of these fire extinguishers, the proper operation, and the emergency evacuation routes and assembly areas.

2.3 When working in vicinity of any parts of the main Fire Suppression System, extreme care is to be taken to ensure no impacts are made with the equipment that can cause activation of the system.

2.4 Any costs incurred as a result of a nuisance alarm or activation of the fire suppression system caused by careless work activities will be borne by the contractor.

3.0 Emergency Response

3.1 If you hear an alarm, please wait for further direction.

3.2 If asked to leave the building, in response to an emergency, please do so immediately.

3.3 Leave the building in an orderly manner. Use the stairwell and **Do Not** use elevators. Evacuation gathering areas are across the road at the McDougall Centre.

3.4 All Contractors shall do a head count of all their personnel and advise, security or a Tenant Fire Warden (red hats) of any missing personnel.

4.0 Housekeeping & General Safety Rules

- 4.1 Safe work practices must be observed at all times. All tools must be in correct working order according to the manufacturer's specifications – no defects.
- 4.2 All tools & equipment not in use are to be stowed away so as not to impede the site workers in their duties.
- 4.3 All power cords, ropes and lines not in use must be coiled and stowed away – no slip, trip and fall hazards.
- 4.4 If necessary, ensure your work area is well-cordoned off to reduce the risk of others being impacted.
- 4.5 Leave your work area in tidy condition with signage if necessary.
- 4.6 Good housekeeping practices should be maintained at all times. Clean up area and remove all debris and dusts before departing the worksite.

***Refer to Tillyard Managements Construction Rules and Regulations.*

5.0 Accidents and Incidents

- 5.1 All accidents and near-misses must be reported immediately to Tillyard Management Inc. (403-531-3666 or calgary_reception@tillyardgroup.com)
- 5.2 If a worker requires medical aid, Calgary Emergency Medical Services should be requested.

6.0 Roof Access and Roof Work

- 6.1 Access to the building roof and envelope is strictly controlled by Tillyard Management Inc. Operations.
- 6.2 Workers will be required to complete a Liability Waiver.

7.0 Hazardous Materials (WHMIS)

7.1 The use of Hazardous or Controlled products is to be minimized. Use of hazardous materials must be pre-authorized by Tillyard Management Inc.

7.2 A copy of a current, fully legible Material Safety Data Sheet (MSDS) for all WHMIS Controlled products to be used is to be provided and/or readily available.

7.3 All containers of Controlled products are to be clearly labeled.

8.0 WCB Coverage

8.1 All contractor workers must be currently covered by WCB Alberta

8.2 The Contractor company is responsible to ensure all their personnel are covered by WCB and must provide proof of current WCB coverage prior to commencing any work in "The Building".

8.3 Failure to provide and maintain the applicable WCB coverage will result in suspension of the contract.

As a contractor and/or employee performing work in the 715 5th Avenue S.W. Building of Tillyard Management Inc., I, the undersigned, understand and agree, that I will maintain strict adherence with all Federal and Provincial Environmental, Health and Safety Regulations and Codes and will perform my duties in accordance with the rules and conditions outlined within.

I further stipulate that I have read and understand the aforementioned guidelines and understand and agree that I can be removed from this worksite for failure to maintain the safety standards required.

Company Name

Signature of Company Representative

Date